

## MEMORANDUM

To: DDA Board of Directors  
From: Rob Bacigalupi, Executive Director *RMB*  
Re: November 20, 2015 Board Meeting & Miscellaneous  
Date: November 17, 2015

First, please welcome both of our newest members: Jeff Joubran and newly elected Mayor Jim Caruthers!

### AGENDA ITEM 2B - APPROVAL OF FINANCIAL REPORTS

For those of you here last month, the packet did not include the full July financial report for the DDA so it is back on the agenda and provided in full for your approval.

### AGENDA ITEM 3A - COMMUNITY DEVELOPMENT REPORT

Jean will provide a report at the meeting.

### AGEND ITEM 4A - CONSIDERATION OF AMENDING FARMERS MARKET RULES

Enclosed is a memorandum from Special Projects Coordinator Nick Viox explaining the Farmers Market Advisory Committee's review of the new requirement for vendors to be in a 7-county area. This rule was approved this past February to become effective in 2016. We intended the delay to "float" the idea and get input. As Nick's memorandum indicates, we received a great deal of input, the vast majority asking that we grandfather the eight vendors currently in the market that would be disqualified if this rule went into effect. The Farmers Market Advisory Committee met Monday and concurred. Therefore, I recommend that the **DDA Board of Directors amend the Farmers Market Rules to include a Limited Exemption for the area restriction as recommended by the Farmers Market Advisory Committee.**

### AGENDA ITEM 4B - CONSIDERATION OF USING LOTS T AND B FOR THE 2016 TRAVERSE CITY WINTER MICROBREW & MUSIC FESTIVAL

Enclosed is a request from Sam Porter of Porterhouse Productions requesting use of Lots T & B for the 7th annual Traverse City Winter Microbrew & Music Festival planned for February 13th. The event is typically scheduled the weekend after the Super Bowl, which in 2016, will be President's Day Weekend. Current City policy requires that such event organizers pay the City a set per space fee for use of parking lots. The daily fee is \$1.31 per space for metered lots, such as Lot B, and \$1.34 per space for permit lots, like Lot T. I recommend that the **DDA Board of Directors approve the use of parking lots T & B for the proposed Traverse City Winter Microbrew & Music Festival from 5 p.m. Friday, February 12, 2015 to 5 p.m. Sunday, February 14, 2015 as detailed in the letter from Sam Porter, Porterhouse Productions, provided other required City approvals are acquired.**

### AGENDA ITEM 4C- CONSIDERATION OF REIMBURSEMENT TO GRAND TRAVERSE HOTEL PROPERTIES, LLC FOR STREETSCAPE IMPROVEMENTS AT HOTEL INDIGO

Hotel Indigo is closing in on completion and expects to be open in early 2016. The [City Commission's Infrastructure Policy](#) calls for the DDA to pay for 50% of streetscape improvements in the DDA District. Specifically, these streetscape improvements were anticipated in the original [TIF 97 Plan](#). Hotel Indigo has completed streetscape improvements and has requested reimbursement. Because of the impending improvement of Garland Street, Bryan Crough had worked out with Hotel Indigo that we would cost share as usual on the Hall and Grandview Parkway frontage, but would pay 100% of the streetscape

costs on Garland. Jeff Schmitz, developer of the project, submitted a detailed request, which you will find attached. I have thoroughly reviewed the request and have come up with a breakdown that results in the DDA reimbursing \$94,210.50 of \$144,264.86 of costs. I recommend that the **DDA Board of Directors authorize reimbursement of \$94,210.50 to Grand Traverse Hotel Properties, LLC with funds in the capital outlay line item in the TIF 97 Fund.**

#### AGENDA ITEM 4D - DISCUSSION REGARDING CAPITAL IMPROVEMENT PLANNING

Every year, the City Planning Department leads a process to develop the next year's capital improvement plan (CIP). The CIP is a six-year plan for major capital projects and though is separate, ties into the City's annual budget. The CIP is largely visionary and somewhat ambitious. Besides providing guidance to City staff on what projects to plan for in the near term, it acts as a wish list for large projects that funds may not be identified for, but could be done if funding becomes available in the future.

In 2011, our own Steve Constantin led the DDA Board through a paired comparison process that helped the Board prioritize the many projects in the TIF 97 Plan. The TIF 97 Plan was the focus because it still had (and still has) many years of life left, and contained a multitude of projects various groups were lobbying for. Steve was recently approached by the Planning Commission to conduct a similar process to help that body with their deliberations regarding the capital improvement plan. Because of this prioritization discussion at the Planning Commission and because some time has passed since the last time the DDA Board prioritized projects, we believe there is great value in the DDA Board going through this process again.

Attached are a few documents related to this matter. First is the latest capital improvement plan sheet, which I shared with you in September but am including again especially for our newer Board Members. Second are the results of the paired comparison exercise. Finally, I've included a new list of grouped projects and a worksheet, which Steve will walk you through at the meeting. On Friday, I will go through the projects in more detail and Steve will explain how to fill the sheet out, which you will be able to complete on your own time.

#### AGENDA ITEM 4E - CONSIDERATION OF CANCELING THE DECEMBER BOARD MEETING

In the past, we have occasionally cancelled the December meeting. At this point, there are no pressing action items so after discussing it with Chairperson Judson, we are recommending that **the DDA Board cancel the December regular meeting.** I am planning on being on vacation on that date but if the need for a meeting arises, Colleen can very capably set up and staff it.

#### MISCELLANEOUS ITEMS OF INTEREST

Enclosed is the latest version of the Strategic Categories Map. This map identifies the location of projects mentioned in this memo as well as those that are of current interest.

#### **Front Street**

**305 WEST FRONT** - The Planning Commission recommended the project and Monday the City Commission set a public hearing for December 7.

**RESTROOM PROGRAM** - An update on our restroom subsidy program - one of our participants, Milk and Honey at 240 East Front, is reducing their hours for the winter so they will be dropping out of the subsidy program. We still have three Front Street stores providing public restrooms: Great Lakes Bath & Body, Espresso Bay and Morsels.

### **Warehouse District**

**GARLAND STREET** - Our meeting with Traverse City Tourism went well and the draft agreement is being amended by the City Attorney.

**PETER ALLEN REPORT** - Peter Allen and Associates prepared a plan to develop the west end of the Warehouse District. He is now working independently with property owners in that area to see if there is interest in pursuing the plan. For those who have not seen the plan and would like to, let me know and I can get it to you.

### **Bayfront/River**

**PINE STREET PEDESTRIAN WAY** - The latest challenge for the project was the discovery of contaminated soil on the south side of the river. The soil has been tested and a plan is in place to mitigate the issue. The bridge is scheduled to be put in place in early December though will remain closed until the remainder of work can be done in the Spring.

**FARMERS MARKET** - Geotechnical testing has been completed which will allow us to refine our estimates of cost. Meanwhile we are working on the agreement with Parallel Solutions (approved last month) who will assist us with our fund-raising efforts.

### **Other**

**AUDIT** - The City auditors will be in Thursday afternoon.

**WEST FRONT GRAND OPENING** - We held a grand opening on October 24th to celebrate the West Front project. Thanks to the Chamber and thanks especially to Colleen Paveglio, who organized it amongst all of the other work she is doing.

**SHOP YOUR COMMUNITY DAY** - The weather was fantastic this past Saturday and though we do not have a final number yet, we already know we are going to set a record for dollars donated! Thanks to all of the shoppers, the non-profits, and the participating stores.

**HOLIDAY EVENTS** - The holidays are just around the corner that means holiday events downtown. Santa's Arrival will be December 4, Ladies Night is on December 10 and Men's Night is December 17. Attached is a flyer further describing the events.

**BRIDES AND BEANS** - We also have two events in January: The Bridal Show on Sunday, January 3rd and Chili Cook-off on Saturday, January 9th. As always, we are looking for volunteers for the Chili Cook-off so let me or Colleen know if you are interested.

**TIF 2 RESET** - We had a very positive meeting with taxing authorities and plan on a follow up meeting in February.

**WIFI UPDATE** - Enclosed are both an update from Scott Menhart from Traverse City Light and Power regarding the wifi system and an analytics report for the past month.

**SNOW REMOVAL POLICY** - Attached is the memo from DPS Director Dave Green regarding the City's snow removal policy.

**PARKING SYSTEM UPDATE** - Attached is the latest update from Nicole.

**TCPS REPORTS** - The latest reports for the Hardy and Old Town garages are attached.

**DTCA BOARD MINUTES** - Enclosed are the minutes from the October DTCA meeting.

cc: City Manager  
Traverse City City Commissioners

## **DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA**

**Friday, November 20, 2015, 8:00 a.m.**

**Commission Chambers, Second Floor**

**Governmental Center, 400 Boardman Avenue, Traverse City**

**[www.downtowntc.com](http://www.downtowntc.com)**

Information and minutes are available from the DDA Director, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA Director as soon as possible.

1. Roll Call
2. Consent Calendar - The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the board, staff, or public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.
  - A. Consideration of minutes for the Special Meeting of September 8, 2015 and Regular Meeting of October 16, 2015, (approval recommended)
  - B. Consideration of approving Financial Reports and disbursements (unaudited) for the DDA dated July 31, 2015, TIF 2 and TIF 97 dated September 30 and October 31, 2015 (approval recommended).
3. Chairperson's Report
  - A. Community Development Report
  - B. Comments or Questions regarding Written Reports
4. Executive Director's Report
  - A. Consideration of amending Farmers Market Rules
  - B. Consideration of Recommending Use of Lots B & T for the Traverse City Winter Microbrew & Music Festival February 13, 2015
  - C. Consideration of reimbursing Grand Traverse Hotel Properties, LLC for streetscape improvements at the Hotel Indigo project
  - D. Discussion Regarding Capital Improvement Planning
  - E. Consideration of canceling the December meeting
5. Public Comment
6. Adjournment

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA Executive Director has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.



**Minutes**  
**Traverse City Downtown Development Authority**  
**Joint Special Meeting with the City Commission**

Tuesday, September 8, 2015  
Commission Chambers, 2nd Floor  
400 Boardman Avenue, Traverse City

Chairperson Constantin called the meeting to order at 5:00 p.m.

1. Roll Call

**Present:** Leah Bagdon-McCallum, Harry Burkholder, Steve Constantin, John Di Giacomo, Mayor Michael Estes, T. Michael Jackson, Charles Judson, Rick Korndorfer, Joe Winowiecki.

**Absent:** Ross Biederman, Jan Chapman, Bill Golden.

2. Consideration of the possible purchase of real estate and entering into closed session to discuss an attorney-client privileged communication.. **Moved by Winowiecki, seconded by Judson, that the DDA Board enter into closed session immediately following the public comment portion of the agenda to consider the written attorney-client privileged communication, as allowed by MCL 15.267(h)**

Roll Call:

Yes - Winowiecki, Korndorfer, Jackson, Di Giacomo, Constantin, Burkholder, Bagdon-McCallum, Estes, Judson

No - None.

The DDA Board entered into closed session at 5:01 p.m.

The DDA Board returned to open session at 5:26 p.m.

The following addressed the Commission:

- Rob Bacigalupi, Downtown Development Authority Executive Director
- Lauren Tribble-Laucht, City Attorney

**Moved by Korndorfer, seconded by Jackson, that the DDA Board of Directors recommend the expenditure of \$1.3 million from the Parking Fund pursuant to the Option Agreement between the City and Great Lakes Central Properties 145, LLC. Motion carried 9-0.**

3. Public Comment. There was none.

4. Adjournment. The meeting adjourned at 5:28 p.m.

Respectfully submitted,

Rob Bacigalupi  
Executive Director

**Minutes**  
**Traverse City Downtown Development Authority**  
**Regular Meeting**  
October 16, 2015  
Commission Chambers, Second Floor  
Governmental Center, 400 Boardman Avenue, Traverse City

Chuck Judson called the meeting to order at 8:00 a.m.

1. Roll Call

**Present:** Leah Bagdon-McCallum, Allison Beers, Steve Constantin, Mayor Michael Estes, T. Michael Jackson, Chuck Judson, Rick Korndorfer, Gabe Schneider

**Absent:** Harry Burkholder, John DiGiacomo, Bill Golden

2. Consent Calendar. **Motion by Estes, seconded by Constantin that the consent portion of the agenda be approved as presented. Motion carried unanimously.**

a. **Approval of minutes of the Annual Meeting of September 18, 2015**

b. **Approval of Financial Reports and disbursements (unaudited) for the DDA, TIF 2 and TIF 97 dated June 30, 2015, and August 31, 2015.**

c. **Approval that the DDA Board of Directors declare surplus a 2004 powerbook and a 2009 iMac described in the attached memorandum from Executive Director Bacigalupi dated October 13, 2015.**

3. Community Development Report

a. Jean Derenzy Report

- i. Park Place Hotel
- ii. 145 W. Front Street purchase option
- iii. \$75,000 grant for the Boardman Lake Trail
- iv. TIF 2/Brownfield Plan
- v. \$200,000 USDA grant
- vi. Garland Street/Warehouse District Projects

b. Executive Committee Report

- i. Bacigalupi reviewed memorandum
- ii. Comments made by Board members regarding housing and planning for housing in the area
  1. Derenzy commented on the Housing Task Force
- iii. **Motion by Jackson, seconded by Beers to approved the minutes of the Executive Committee Meeting dated October 1, 2015. Motion carried unanimously.**

c. Comments or Questions regarding Written Reports

- i. No comments at this time

4. Executive Director's Report

- a. Presentation by Traverse City Arts Commission and possible recommendations of draft Public Art Master Plan.
  - i. Mary Bevans Gillett and Deb Lake presentation of draft Public Art Master Plan.
  - ii. **Motion by Constantin, seconded by Jackson that the DDA Board of Directors recommend the Public Arts Master Plan as presented to the City Commission. Motion carried unanimously.**
- b. Consideration of authorizing Radio Centre 3 Purchase and Buildout Agreement.
  - i. **Motion by Jackson, seconded by Korndorfer that the DDA Board of Directors recommend the Purchase and Buildout Agreement as described in the October 13, 2015 memorandum from the Executive Director with approval as to form by the City/DDA Attorney, and as substance by the Executive Director. Motion carried unanimously.**
  - ii. Estes commented future use of the ground floor space
- c. Consideration of authorizing agreement with Parallel Solutions, LLC for assistance in fundraising for the Farmers Market Project.
  - i. **Motion by Estes, seconded by Beers that the DDA Board of Directors authorize a service order with Parallel Solutions based on their October 13, 2015 proposal, for not-to-exceed \$10,000, with funds available in the TIF 97 professional services line item. Motion carried 7 - 0, Schneider abstain.**
- d. Consideration of authorizing a service agreement with AECOM to conduct a commercial market analysis subject to matching funds being raised.
  - i. **Motion by Korndorfer, seconded by Schneider that the DDA Board of Directors authorize a service order/consultant agreement with AECOM for up to \$36,000 with up to \$15,000 of funds coming from the DDA professional/contractual line item, and subject to matching funds being raised for the remainder, and further that the DDA budget be amended to increase the professional/contractual line items \$3,434 which will result in a break even budget. Motion carried unanimously.**
- e. Consideration of amending the free parking program for the Hardy Garage.
  - i. Committee to address communication plan regarding simplifying free parking program.
- f. Consideration of concurrence with a consultant agreement amendment with Fleis and Vandenbrink for Garland Street Design Services.
  - i. **Motion by Constantin, seconded by Bagdon-McCallum that the DDA Board of Directors concur with DDA and City staff's recommendation to amend the consultant agreement with Fleis and Vandenbrink as outlined in the October 13, 2015 memorandum from City Engineer Tim Lodge and DDA Executive Director Rob Bacigalupi with the condition that the construction administration phase not proceed until land has been secured for the realignment. Motion carried unanimously.**

- g. Consideration of approving a computer divestment policy for the Downtown Development Authority.
  - i. **Motion by Estes, seconded by Jackson that the DDA Board of Directors adopt the Computer Divestment Policy as described in the Executive Director's October 13, 2015 memorandum. Motion carried unanimously.**

5. Public Comment

- a. No public comment at this time.
- b. Comments from Staff and Board of Directors
  - i. Board of Directors thanked Mayor Estes for his time serving the DDA Board of Directors and the community.

6. Adjournment. The meeting officially adjourned at 9:43 a.m.

Respectfully submitted,

Colleen Paveglio  
Marketing & Deputy Director

## DDA Financial Report

		September 30, 2014	September 30, 2015	Budget 15-16 as Approved	Budget 15-16 with Amendments	% of Budget	Budget Variance
REVENUE							
Property Taxes		61,770	59,129	70,000	70,000	84.5%	\$10,870.62
Interest and Dividends		65	272	200	200	135.9%	-\$71.82
Miscellaneous		0	0	0	0	-	\$0.00
Rents and Royalties		26,820	27,590	45,000	45,000	61.3%	\$17,410.00
Administrative Services		151,007	183,946	767,377	767,377	24.0%	\$583,430.65
Prior Year Surplus			0	0	0	-	\$0.00
TOTAL REVENUE		\$239,662	\$270,938	\$882,577	\$882,577	30.7%	\$611,639.45
EXPENSES							
Payroll Expense		150,799	159,676	581,810	596,810	26.8%	\$437,133.52
Health Insurance		16,330	24,071	146,733	146,733	16.4%	\$122,661.73
Workers Compensation		6,955	4,476	0	0	-	-\$4,476.00
Office Supplies		2,917	2,765	9,000	9,000	30.7%	\$6,234.60
Operation Supplies		544	0	0	0	-	\$0.00
Professional/Contractual		25,132	15,341	78,100	63,100	24.3%	\$47,758.78
Communications		861	797	4,600	4,600	17.3%	\$3,802.59
Transportation		485	0	2,000	2,000	0.0%	\$2,000.00
Lodging/Meals		1,213	1,032	5,000	5,000	20.6%	\$3,967.75
Training		350	0	2,000	2,000	0.0%	\$2,000.00
Community Promotion		357	687	12,500	12,500	5.5%	\$11,813.25
Printing/Publishing		1,964	1,884	7,500	7,500	25.1%	\$5,616.46
Insurance & Bonds		1,295	1,472	1,700	1,700	86.6%	\$228.00
Utilities		1,137	1,819	6,600	6,600	27.6%	\$4,781.32
Repairs & Maintenance		0	0	2,200	2,200	0.0%	\$2,200.00
Rentals		2,497	2,145	8,000	8,000	26.8%	\$5,854.54
Legal Expense		810	135	5,000	5,000	2.7%	\$4,865.00
Miscellaneous		25	0	400	400	0.0%	\$400.00
Equipment		2,402	1,582	6,000	6,000	26.4%	\$4,418.00
TOTAL EXPENSE		\$216,074	\$217,883	\$879,143	\$879,143	24.8%	\$661,259.54
							thru fiscal year ↓
NET INCOME/(LOSS)		\$23,588	\$53,054	\$3,434	\$3,434	25.0%	

# Downtown Development Authority

## Balance Sheet

As of September 30, 2015

	Sep 30, 15
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Fifth Third Checking - 3112	171,310.56
Fifth Third Savings - 6740	201,126.35
Petty Cash	97.44
Total Checking/Savings	372,534.35
Accounts Receivable	
Accounts Receivable	44,796.57
Total Accounts Receivable	44,796.57
Other Current Assets	
Deposits in Transit	106.00
Due From DTCA	2,500.00
Due From APS	-1,535.94
Total Other Current Assets	1,070.06
Total Current Assets	418,400.98
<b>TOTAL ASSETS</b>	<b>418,400.98</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	14,056.81
Total Accounts Payable	14,056.81
Credit Cards	
First National - 2189	16.99
Total Credit Cards	16.99
Other Current Liabilities	
Bumpout Project Funds Collected	6,645.86
Bryan Crough Memorial Fund	25,394.68
Accrued Salaries	56,341.24
Deposits Payable	
Senior Project Fresh	-1,901.00
Double Up Food Bucks	12,282.00
EBT Bridge Card	12,009.55
Project Fresh	-4,389.00
Deposits Payable - Other	-18.00
Total Deposits Payable	17,983.55
Payroll Liabilities	
State Income Tax Payable	1,529.96
State Unemployment Tax Payable	1,127.90
Health Insurance Payable	1,054.36
Payroll Liabilities - Other	-655.52
Total Payroll Liabilities	3,056.70
Total Other Current Liabilities	109,422.03
Total Current Liabilities	123,495.83
Total Liabilities	123,495.83
<b>Equity</b>	
Opening Bal Equity	107,606.27
Retained Earnings	134,244.79
Net Income	53,054.09
Total Equity	294,905.15
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>418,400.98</b>

**Downtown Development Authority**  
**Profit & Loss**  
**September 2015**

	<u>Sep 15</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Administrative Services	90,341.17
Interest & Dividends	223.37
Property Taxes	6,062.99
Rents	9,385.00
<b>Total Income</b>	<u>106,012.53</u>
<b>Gross Profit</b>	106,012.53
<b>Expense</b>	
Communications	279.71
Community Promotion	-250.00
Equipment	1,582.00
Health Insurance	3,948.03
Insurance & Bonds	175.00
Lodging, meals	417.44
Office Supplies	618.36
Payroll Expenses	
457 Company Matching	2,356.80
Hourly Wage Expense	18,436.88
Medicare Tax Expense	628.02
Salaries & Wages	23,572.69
Social Security Tax Expense	2,685.35
SUTA Tax Expense	239.10
Payroll Expenses - Other	40.60
<b>Total Payroll Expenses</b>	<u>47,959.44</u>
Printing & Publishing	374.98
Professional/Contractual	9,292.55
Rentals	637.00
Utilities	1,286.92
<b>Total Expense</b>	<u>66,321.43</u>
<b>Net Ordinary Income</b>	<u>39,691.10</u>
<b>Net Income</b>	<u><u>39,691.10</u></u>

8:52 AM

11/18/15

Accrual Basis

# Downtown Development Authority

## Profit & Loss

July through September 2015

	Jul - Sep 15
<b>Ordinary Income/Expense</b>	
Income	
Reimbursed Parking Wages	0.00
Administrative Services	183,946.35
Interest & Dividends	271.82
Property Taxes	59,129.38
Rents	27,590.00
<b>Total Income</b>	<b>270,937.55</b>
<b>Gross Profit</b>	<b>270,937.55</b>
Expense	
Communications	797.41
Community Promotion	686.75
Equipment	1,582.00
Health Insurance	24,071.27
Insurance & Bonds	1,472.00
Legal	135.00
Lodging, meals	1,032.25
Office Supplies	2,765.40
Payroll Expenses	
Direct Deposit Fee	20.30
457 Company Matching	7,282.99
Hourly Wage Expense	64,050.53
Medicare Tax Expense	2,084.57
Salaries & Wages	76,085.90
Social Security Tax Expense	8,913.42
SUTA Tax Expense	1,135.82
Payroll Expenses - Other	102.95
<b>Total Payroll Expenses</b>	<b>159,676.48</b>
Printing & Publishing	1,883.54
Professional/Contractual	15,341.22
Rentals	2,145.46
Utilities	1,818.68
Workers Compensation	4,476.00
<b>Total Expense</b>	<b>217,883.46</b>
<b>Net Ordinary Income</b>	<b>53,054.09</b>
<b>Net Income</b>	<b>53,054.09</b>



1:13 PM

10/13/15

**Downtown Development Authority**  
**Reconciliation Summary**  
**Fifth Third Checking - 3112, Period Ending 09/30/2015**

	<u>Sep 30, 15</u>
<b>Beginning Balance</b>	191,219.57
<b>Cleared Transactions</b>	
Checks and Payments - 81 items	-160,525.54
Deposits and Credits - 67 items	277,247.73
<b>Total Cleared Transactions</b>	<u>116,722.19</u>
<b>Cleared Balance</b>	<u><u>307,941.76</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 45 items	-136,897.20
Deposits and Credits - 1 item	266.00
<b>Total Uncleared Transactions</b>	<u>-136,631.20</u>
<b>Register Balance as of 09/30/2015</b>	<u><u>171,310.56</u></u>
<b>New Transactions</b>	
Checks and Payments - 62 items	-112,916.09
Deposits and Credits - 5 items	79,641.56
<b>Total New Transactions</b>	<u>-33,274.53</u>
<b>Ending Balance</b>	<u><u>138,036.03</u></u>

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 09/30/2015**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						191,219.57
Cleared Transactions						
Checks and Payments - 81 items						
Bill Pmt -Check	08/04/2015	11427	Norconk Farm Aspa...	X	-98.00	-98.00
Bill Pmt -Check	08/04/2015	11437	Treaty Fish Co.	X	-84.00	-182.00
Bill Pmt -Check	08/04/2015	11417	Cherry Connection/...	X	-69.00	-251.00
Bill Pmt -Check	08/04/2015	11428	Northern Seasons	X	-37.00	-288.00
Liability Check	08/25/2015	11482	ICMA Retirement Tr...	X	-1,812.30	-2,100.30
Bill Pmt -Check	08/25/2015	11483	Charter Communic...	X	-494.75	-2,595.05
Bill Pmt -Check	08/25/2015	11485	Norte! Youth Cycling	X	-100.00	-2,695.05
Bill Pmt -Check	08/25/2015	11487	Bottomline Bookkee...	X	-60.00	-2,755.05
Paycheck	08/28/2015	11481	Wood, Mark S	X	-452.27	-3,207.32
Check	08/31/2015	11490	US Postmaster	X	-176.52	-3,383.84
Paycheck	09/01/2015	11488	Chung, Kevin W	X	-762.00	-4,145.84
Check	09/01/2015	11491	Nina G.Talarico - V...	X	-150.00	-4,295.84
Liability Check	09/02/2015	EFTPS	United States Treas...	X	-4,582.14	-8,877.98
Check	09/02/2015		Central Payment M...	X	-63.90	-8,941.88
Check	09/04/2015		World Pay	X	-170.95	-9,112.83
Check	09/08/2015	11528	TIF-2	X	-83,840.72	-92,953.55
Liability Check	09/08/2015	11526	ICMA Retirement Tr...	X	-1,942.85	-94,896.40
Liability Check	09/08/2015	11527	State of Michigan - ...	X	-1,513.14	-96,409.54
Bill Pmt -Check	09/08/2015	11560	Second Spring Farm	X	-1,315.00	-97,724.54
Bill Pmt -Check	09/08/2015	11542	Cherry Connection/...	X	-1,177.00	-98,901.54
Bill Pmt -Check	09/08/2015	11531	Altonen Orchards	X	-671.00	-99,572.54
Bill Pmt -Check	09/08/2015	11552	Middle Branch Farm	X	-573.00	-100,145.54
Bill Pmt -Check	09/08/2015	11550	Loma Farms, LLC	X	-354.00	-100,499.54
Bill Pmt -Check	09/08/2015	11539	Buchans Blueberry ...	X	-343.00	-100,842.54
Bill Pmt -Check	09/08/2015	11559	Providence Farm, L...	X	-337.00	-101,179.54
Bill Pmt -Check	09/08/2015	11551	Marvin's Garden Sp...	X	-310.00	-101,489.54
Bill Pmt -Check	09/08/2015	11533	Bay Bread Compan...	X	-308.00	-101,797.54
Bill Pmt -Check	09/08/2015	11548	Leo Ocanas Farm	X	-307.00	-102,104.54
Bill Pmt -Check	09/08/2015	11538	Brown's Poplar Rid...	X	-281.00	-102,385.54
Bill Pmt -Check	09/08/2015	11555	Olds Farm, LLC	X	-280.00	-102,665.54
Bill Pmt -Check	09/08/2015	11545	Gallagher Centenni...	X	-240.00	-102,905.54
Bill Pmt -Check	09/08/2015	11547	Guntzville's Berry ...	X	-217.00	-103,122.54
Bill Pmt -Check	09/08/2015	11562	Shiloh's Garden	X	-173.00	-103,295.54
Bill Pmt -Check	09/08/2015	11549	Little Red Organics,...	X	-158.00	-103,453.54
Bill Pmt -Check	09/08/2015	11536	Boss Mouse Chees...	X	-147.00	-103,600.54
Bill Pmt -Check	09/08/2015	11556	ONA Mission Hone...	X	-146.00	-103,746.54
Bill Pmt -Check	09/08/2015	11564	Treaty Fish Co.	X	-124.00	-103,870.54
Bill Pmt -Check	09/08/2015	11566	Bottomline Bookkee...	X	-120.00	-103,990.54
Bill Pmt -Check	09/08/2015	11541	Champion Hill Farm	X	-107.00	-104,097.54
Bill Pmt -Check	09/08/2015	11557	Pahl Farms	X	-64.00	-104,161.54
Bill Pmt -Check	09/08/2015	11565	Westmaas Farm	X	-60.00	-104,221.54
Bill Pmt -Check	09/08/2015	11553	Nature's Treats, LLC	X	-41.00	-104,262.54
Bill Pmt -Check	09/08/2015	11537	Bottomline Bookkee...	X	-40.00	-104,302.54
Bill Pmt -Check	09/08/2015	11544	Edson Farms Natur...	X	-36.00	-104,338.54
Bill Pmt -Check	09/08/2015	11543	Dover, Ann	X	-23.00	-104,361.54
Bill Pmt -Check	09/08/2015	11563	Stone House Bread...	X	-17.00	-104,378.54
Bill Pmt -Check	09/08/2015	11535	Boot Strap Farms L...	X	-15.00	-104,393.54
Liability Check	09/09/2015		QuickBooks Payroll...	X	-121.58	-104,515.12
Liability Check	09/10/2015		QuickBooks Payroll...	X	-12,113.52	-116,628.64
Paycheck	09/11/2015	11521	Smith, Daniel R	X	-730.47	-117,359.11
Paycheck	09/11/2015	11519	Rockwell, Daniel P	X	-521.71	-117,880.82
Paycheck	09/11/2015	11508	Cardwell, Michael B	X	-519.44	-118,400.26
Paycheck	09/11/2015	11525	Wood, Mark S	X	-449.56	-118,849.82
Paycheck	09/11/2015	11516	O'Dell, Dana M	X	-173.17	-119,022.99
Paycheck	09/11/2015	11512	McAndrew, Kathlee...	X	-54.02	-119,077.01
Check	09/14/2015		Intuit Check Printing	X	-231.98	-119,308.99
Liability Check	09/15/2015	11567	City of TC - Vendor	X	-5,002.39	-124,311.38
Bill Pmt -Check	09/15/2015	11576	Seeds, Inc.	X	-1,889.47	-126,200.85
Bill Pmt -Check	09/15/2015	11569	First National Bank ...	X	-755.33	-126,956.18
Bill Pmt -Check	09/15/2015	11577	Team Financial Gro...	X	-640.98	-127,597.16
Bill Pmt -Check	09/15/2015	11578	Traverse City Light ...	X	-520.61	-128,117.77
Bill Pmt -Check	09/15/2015	11570	Gourdle Fraser & A...	X	-450.00	-128,567.77
Bill Pmt -Check	09/15/2015	11579	Bottomline Bookkee...	X	-150.00	-128,717.77
Bill Pmt -Check	09/15/2015	11572	Morsels	X	-46.00	-128,763.77
Bill Pmt -Check	09/15/2015	11573	Nicole VanNess - V	X	-44.10	-128,807.87
Liability Check	09/16/2015	EFTPS	United States Treas...	X	-5,211.80	-134,019.67
Bill Pmt -Check	09/22/2015	11594	Novum Productions...	X	-8,000.00	-142,019.67

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 09/30/2015**

Type	Date	Num	Name	Clr	Amount	Balance
Liability Check	09/22/2015	11586	ICMA Retirement Tr...	X	-1,928.10	-143,947.77
Bill Pmt -Check	09/22/2015	11591	First National Bank ...	X	-542.78	-144,490.55
Bill Pmt -Check	09/22/2015	11590	Charter Communic...	X	-513.52	-145,004.07
Bill Pmt -Check	09/22/2015	11593	Michigan Municipal ...	X	-175.00	-145,179.07
Bill Pmt -Check	09/22/2015	11597	Bottomline Bookkee...	X	-140.00	-145,319.07
Bill Pmt -Check	09/22/2015	11596	Trophy Trolley	X	-89.61	-145,408.68
Bill Pmt -Check	09/22/2015	11592	LIAA	X	-40.00	-145,448.68
Liability Check	09/24/2015		QuickBooks Payroll...	X	-12,252.92	-157,701.60
Paycheck	09/25/2015	11584	Smith, Daniel R	X	-815.23	-158,516.83
Paycheck	09/25/2015	11580	Cardwell, Michael B	X	-710.27	-159,227.10
Paycheck	09/25/2015	11583	Rockwell, Daniel P	X	-515.57	-159,742.67
Paycheck	09/25/2015	11585	Wood, Mark S	X	-430.99	-160,173.66
Paycheck	09/25/2015	11582	O'Dell, Dana M	X	-277.07	-160,450.73
Paycheck	09/25/2015	11581	McAndrew, Kathlee...	X	-74.81	-160,525.54
Total Checks and Payments					-160,525.54	-160,525.54
<b>Deposits and Credits - 67 Items</b>						
Deposit	08/29/2015			X	420.00	420.00
Deposit	09/02/2015			X	410.00	830.00
Deposit	09/02/2015			X	700.00	1,530.00
Deposit	09/03/2015			X	214,224.53	215,754.53
Deposit	09/05/2015			X	390.00	216,144.53
Deposit	09/05/2015			X	1,435.00	217,579.53
Deposit	09/09/2015			X	500.00	218,079.53
Deposit	09/09/2015			X	600.00	218,679.53
Paycheck	09/10/2015	11506	VanNess, Nicole	X	0.00	218,679.53
Deposit	09/10/2015			X	364.00	219,043.53
Paycheck	09/11/2015	11520	Russell, Amy K	X	0.00	219,043.53
Paycheck	09/11/2015	11524	Viox, Nicholas D	X	0.00	219,043.53
Paycheck	09/11/2015	11522	Talarico, Nina	X	0.00	219,043.53
Paycheck	09/11/2015	11517	Pavglio, Colleen M.	X	0.00	219,043.53
Paycheck	09/11/2015	11511	Helferich, Michael D	X	0.00	219,043.53
Paycheck	09/11/2015	11510	Golden, McKenzie L	X	0.00	219,043.53
Paycheck	09/11/2015	11509	Chung, Kevin W	X	0.00	219,043.53
Paycheck	09/11/2015	11523	VanNess, Nicole	X	0.00	219,043.53
Paycheck	09/11/2015	11507	Bacigalupi, Robert M.	X	0.00	219,043.53
Paycheck	09/11/2015	11518	Posler, Marianne	X	0.00	219,043.53
Paycheck	09/11/2015	11515	Merica, Kenneth N	X	0.00	219,043.53
Paycheck	09/11/2015	11514	Merica, John A	X	0.00	219,043.53
Paycheck	09/11/2015	11513	Merica, Gregory J	X	0.00	219,043.53
Deposit	09/12/2015			X	532.00	219,575.53
Deposit	09/12/2015			X	1,570.00	221,145.53
Deposit	09/16/2015			X	390.00	221,535.53
Deposit	09/16/2015			X	740.00	222,275.53
Deposit	09/19/2015			X	867.00	223,142.53
Deposit	09/19/2015			X	1,440.00	224,582.53
Bill Pmt -Check	09/22/2015	11589	Brickyard Towing	X	0.00	224,582.53
Deposit	09/22/2015			X	48,819.96	273,402.49
Deposit	09/23/2015			X	450.00	273,852.49
Deposit	09/23/2015			X	725.00	274,577.49
Paycheck	09/25/2015		Merica, Kenneth N	X	0.00	274,577.49
Paycheck	09/25/2015		Talarico, Nina	X	0.00	274,577.49
Paycheck	09/25/2015		Merica, Gregory J	X	0.00	274,577.49
Paycheck	09/25/2015		Viox, Nicholas D	X	0.00	274,577.49
Paycheck	09/25/2015		VanNess, Nicole	X	0.00	274,577.49
Paycheck	09/25/2015		Posler, Marianne	X	0.00	274,577.49
Paycheck	09/25/2015		Pavglio, Colleen M.	X	0.00	274,577.49
Paycheck	09/25/2015		Helferich, Michael D	X	0.00	274,577.49
Paycheck	09/25/2015		Nugier, Kody J	X	0.00	274,577.49
Paycheck	09/25/2015		Golden, McKenzie L	X	0.00	274,577.49
Paycheck	09/25/2015		Talarico, Nina	X	0.00	274,577.49
Paycheck	09/25/2015		Bacigalupi, Robert M.	X	0.00	274,577.49
Paycheck	09/25/2015		Merica, John A	X	0.00	274,577.49
Paycheck	09/25/2015		Russell, Amy K	X	0.00	274,577.49
Deposit	09/26/2015			X	490.00	275,067.49
Deposit	09/26/2015			X	1,555.00	276,622.49
Deposit	09/30/2015			X	5.24	276,627.73
Deposit	09/30/2015			X	620.00	277,247.73
Paycheck	10/09/2015		Viox, Nicholas D	X	0.00	277,247.73
Check	10/09/2015	11601	Cardwell, Michael B	X	0.00	277,247.73

# Downtown Development Authority Reconciliation Detail Fifth Third Checking - 3112, Period Ending 09/30/2015

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	10/09/2015		Nugier, Kody J	X	0.00	277,247.73
Paycheck	10/09/2015		Merica, Kenneth N	X	0.00	277,247.73
Paycheck	10/09/2015		Merica, John A	X	0.00	277,247.73
Paycheck	10/09/2015		Merica, Gregory J	X	0.00	277,247.73
Paycheck	10/09/2015		McCormick, James R	X	0.00	277,247.73
Paycheck	10/09/2015		Talarico, Nina	X	0.00	277,247.73
Paycheck	10/09/2015		Golden, McKenzie L	X	0.00	277,247.73
Paycheck	10/09/2015		Paveggio, Colleen M.	X	0.00	277,247.73
Paycheck	10/09/2015	11605	Smith, Daniel R	X	0.00	277,247.73
Paycheck	10/09/2015		Russell, Amy K	X	0.00	277,247.73
Paycheck	10/09/2015		Bacigalupi, Robert M.	X	0.00	277,247.73
Paycheck	10/09/2015		VanNess, Nicole	X	0.00	277,247.73
Paycheck	10/09/2015		Posler, Marianne	X	0.00	277,247.73
Paycheck	10/09/2015		Helferich, Michael D	X	0.00	277,247.73
Total Deposits and Credits					277,247.73	277,247.73
Total Cleared Transactions					116,722.19	116,722.19
Cleared Balance					116,722.19	307,941.76
Uncleared Transactions						
Checks and Payments - 45 items						
Paycheck	08/19/2011	4772	Kellogg, Paul T.		-82.79	-82.79
Bill Pmt -Check	09/16/2011	4872	Red Cloud Fisheries		-15.00	-97.79
Bill Pmt -Check	09/16/2011	4854	Fruitful Acres		-8.00	-105.79
Bill Pmt -Check	09/16/2011	4871	R & R Poultry		-2.00	-107.79
Bill Pmt -Check	09/30/2011	4921	Altonen Orchards		-16.00	-123.79
Bill Pmt -Check	10/28/2011	5036	Red Cloud Fisheries		-30.00	-153.79
Bill Pmt -Check	10/28/2011	5035	R & R Poultry		-2.00	-155.79
Bill Pmt -Check	07/06/2012	5660	Wertz-Roth, Brennin		-9.00	-164.79
Bill Pmt -Check	07/06/2012	5665	Jenkins Potato Farm		-7.00	-171.79
Bill Pmt -Check	08/03/2012	5763	Wertz-Roth, Brennin		-26.00	-197.79
Bill Pmt -Check	08/03/2012	5769	Jenkins Potato Farm		-5.00	-202.79
Bill Pmt -Check	08/03/2012	5759	Fox Valley Farms		-1.00	-203.79
Bill Pmt -Check	09/07/2012	5883	9 Bean Rows, LLC		-65.00	-268.79
Bill Pmt -Check	09/28/2012	6029	Natural Northern Fo...		-43.00	-311.79
Bill Pmt -Check	09/28/2012	6013	Green Leap Epicure...		-24.00	-335.79
Bill Pmt -Check	09/28/2012	6007	Evergreen Club		-6.00	-341.79
Bill Pmt -Check	04/26/2013	6596	Priority Health		-3,297.49	-3,639.28
Bill Pmt -Check	08/02/2013	6877	9 Bean Rows, LLC		-130.00	-3,769.28
Bill Pmt -Check	08/16/2013	6930	Evergreen Club		-10.00	-3,779.28
Bill Pmt -Check	09/13/2013	7058	Third Coast Fruit		-403.00	-4,182.28
Bill Pmt -Check	09/13/2013	7028	Hilbert's Honey Bee...		-12.00	-4,194.28
Bill Pmt -Check	09/27/2013	7141	Up North Global, LLC		-12.00	-4,206.28
Paycheck	03/28/2014	7662	Balk, Bradley R		-27.57	-4,233.85
Check	06/30/2015	11609	City of Traverse City		-4,097.38	-8,331.23
Bill Pmt -Check	07/02/2015	11274	Idyll Farms, LLC		-45.00	-8,376.23
Bill Pmt -Check	08/04/2015	11418	Clous, Gerald		-2.00	-8,378.23
Check	09/08/2015	11529	TIF-97		-123,341.21	-131,719.44
Bill Pmt -Check	09/08/2015	11534	Birch Point Farm, L...		-803.00	-132,522.44
Bill Pmt -Check	09/08/2015	11530	9 Bean Rows, LLC		-439.00	-132,961.44
Bill Pmt -Check	09/08/2015	11532	Bare Knuckle Farm ...		-289.00	-133,250.44
Bill Pmt -Check	09/08/2015	11561	Shetler Family Dair...		-87.00	-133,337.44
Bill Pmt -Check	09/08/2015	11546	Green Rock Farms		-60.00	-133,397.44
Bill Pmt -Check	09/08/2015	11554	Old Hundredth Farm		-50.00	-133,447.44
Bill Pmt -Check	09/08/2015	11558	Pay the Mortgage P...		-19.00	-133,466.44
Bill Pmt -Check	09/08/2015	11540	Bumgardner, Cory		-17.00	-133,483.44
Bill Pmt -Check	09/15/2015	11575	Old Time Wooden ...		-488.62	-133,972.06
Bill Pmt -Check	09/15/2015	11568	Copy Central		-380.81	-134,352.87
Bill Pmt -Check	09/15/2015	11574	Norte! Youth Cycling		-250.00	-134,602.87
Bill Pmt -Check	09/15/2015	11571	Michigan Downtown...		-200.00	-134,802.87
Bill Pmt -Check	09/22/2015	11595	Traverse Area Hum...		-250.00	-135,052.87
Check	09/22/2015	11587	Nina G.Talarico - V...		-100.00	-135,152.87
Check	09/22/2015	11588	Colleen Paveggio - V		-46.16	-135,199.03
Bill Pmt -Check	09/29/2015	11599	Copy Central		-1,070.92	-136,269.95
Bill Pmt -Check	09/29/2015	11598	Brickyard Towing		-455.00	-136,724.95
Check	09/30/2015	11600	US Postmaster		-172.25	-136,897.20
Total Checks and Payments					-136,897.20	-136,897.20
Deposits and Credits - 1 item						

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 09/30/2015**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	09/30/2015				266.00	266.00
Total Deposits and Credits					266.00	266.00
Total Uncleared Transactions					-136,631.20	-136,631.20
Register Balance as of 09/30/2015					-19,909.01	171,310.56
<b>New Transactions</b>						
<b>Checks and Payments - 62 Items</b>						
Liability Check	10/06/2015	11612	City of TC - Vendor		-5,002.39	-5,002.39
Liability Check	10/06/2015	11607	ICMA Retirement Tr...		-1,912.19	-6,914.58
Liability Check	10/06/2015	11608	State of Michigan - ...		-1,529.96	-8,444.54
Bill Pmt -Check	10/06/2015	11618	Altonen Orchards		-1,351.00	-9,795.54
Bill Pmt -Check	10/06/2015	11623	BMG Farms		-980.00	-10,775.54
Bill Pmt -Check	10/06/2015	11616	Traverse City Light ...		-766.31	-11,541.85
Bill Pmt -Check	10/06/2015	11617	9 Bean Rows, LLC		-696.00	-12,237.85
Bill Pmt -Check	10/06/2015	11632	Green Rock Farms		-647.00	-12,884.85
Bill Pmt -Check	10/06/2015	11636	Leo Ocanas Farm		-625.00	-13,509.85
Bill Pmt -Check	10/06/2015	11634	Hall Farms		-582.00	-14,091.85
Bill Pmt -Check	10/06/2015	11640	Middle Branch Farm		-483.00	-14,574.85
Bill Pmt -Check	10/06/2015	11628	Cherry Connection/...		-467.00	-15,041.85
Bill Pmt -Check	10/06/2015	11620	Bare Knuckle Farm ...		-421.00	-15,462.85
Bill Pmt -Check	10/06/2015	11619	Bakker's Acres, LLC		-290.00	-15,752.85
Check	10/06/2015	11610	City of Traverse City		-279.05	-16,031.90
Bill Pmt -Check	10/06/2015	11639	Marvin's Garden Sp...		-275.00	-16,306.90
Bill Pmt -Check	10/06/2015	11645	Olds Farm, LLC		-270.00	-16,576.90
Bill Pmt -Check	10/06/2015	11646	Olds Paradise Farm...		-262.00	-16,838.90
Bill Pmt -Check	10/06/2015	11631	Gallagher Centenni...		-244.00	-17,082.90
Check	10/06/2015	11611	City of Traverse City		-230.41	-17,313.31
Bill Pmt -Check	10/06/2015	11659	Bottomline Bookkee...		-230.00	-17,543.31
Bill Pmt -Check	10/06/2015	11651	Providence Farm, L...		-227.00	-17,770.31
Bill Pmt -Check	10/06/2015	11615	Rotary Club of Trav...		-222.00	-17,992.31
Bill Pmt -Check	10/06/2015	11626	Brown's Poplar Rid...		-219.00	-18,211.31
Bill Pmt -Check	10/06/2015	11635	Interwater Farms, Inc.		-190.00	-18,401.31
Bill Pmt -Check	10/06/2015	11613	Brickyard Towing		-175.00	-18,576.31
Bill Pmt -Check	10/06/2015	11638	Maple Ridge Orchar...		-171.00	-18,747.31
Bill Pmt -Check	10/06/2015	11637	Little Red Organics,...		-161.00	-18,908.31
Bill Pmt -Check	10/06/2015	11614	Kiwanis Club of TC		-156.00	-19,064.31
Bill Pmt -Check	10/06/2015	11658	Westmaas Farm		-133.00	-19,197.31
Bill Pmt -Check	10/06/2015	11649	Pahl Farms		-119.00	-19,316.31
Bill Pmt -Check	10/06/2015	11650	Press On Juice		-116.00	-19,432.31
Bill Pmt -Check	10/06/2015	11657	Treaty Fish Co.		-109.00	-19,541.31
Bill Pmt -Check	10/06/2015	11625	Boss Mouse Chees...		-109.00	-19,650.31
Bill Pmt -Check	10/06/2015	11652	Schaub, Ralph		-103.00	-19,753.31
Bill Pmt -Check	10/06/2015	11627	Champion Hill Farm		-84.00	-19,837.31
Bill Pmt -Check	10/06/2015	11633	Guntzville's Berry ...		-79.00	-19,916.31
Bill Pmt -Check	10/06/2015	11621	Bay Bread Compan...		-71.00	-19,987.31
Bill Pmt -Check	10/06/2015	11648	ONA Mission Hone...		-69.00	-20,056.31
Bill Pmt -Check	10/06/2015	11647	Olmsted Piedmonte...		-63.00	-20,119.31
Bill Pmt -Check	10/06/2015	11653	Shiloh's Garden		-48.00	-20,167.31
Bill Pmt -Check	10/06/2015	11654	Spring Hollow Dairy...		-46.00	-20,213.31
Bill Pmt -Check	10/06/2015	11642	Natural Northern Fo...		-40.00	-20,253.31
Bill Pmt -Check	10/06/2015	11622	Bear Earth Herbals		-34.00	-20,287.31
Bill Pmt -Check	10/06/2015	11656	Toto's Tomaotes		-32.00	-20,319.31
Bill Pmt -Check	10/06/2015	11629	Dover, Ann		-25.00	-20,344.31
Bill Pmt -Check	10/06/2015	11643	Nature's Treats, LLC		-18.00	-20,362.31
Bill Pmt -Check	10/06/2015	11641	Mike Leabo		-18.00	-20,380.31
Bill Pmt -Check	10/06/2015	11644	Norconk Farm Aspa...		-15.00	-20,395.31
Bill Pmt -Check	10/06/2015	11630	Edson Farms Natur...		-11.00	-20,406.31
Bill Pmt -Check	10/06/2015	11655	Stone House Bread...		-8.00	-20,414.31
Bill Pmt -Check	10/06/2015	11624	Boot Strap Farms L...		-2.00	-20,416.31
Liability Check	10/08/2015		QuickBooks Payroll...		-12,202.99	-32,619.30
Paycheck	10/09/2015	11660	Smith, Daniel R		-821.66	-33,440.96
Paycheck	10/09/2015	11602	Cardwell, Michael B		-744.04	-34,185.00
Paycheck	10/09/2015	11604	Rockwell, Daniel P		-528.87	-34,713.87
Paycheck	10/09/2015	11606	Wood, Mark S		-454.85	-35,168.72
Paycheck	10/09/2015	11603	O'Dell, Dana M		-122.24	-35,290.96
Check	10/13/2015	11662	TIF-97		-60,773.99	-96,064.95
Check	10/13/2015	11661	TIF-2		-11,658.74	-107,723.69
Liability Check	10/14/2015	EFTPS	United States Treas...		-4,056.58	-111,780.27

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 09/30/2015**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Liability Check	10/25/2015	EFTPS	MESC		-1,135.82	-112,916.09
Total Checks and Payments					-112,916.09	-112,916.09
<b>Deposits and Credits - 5 items</b>						
Deposit	10/03/2015				548.00	548.00
Deposit	10/03/2015				1,455.00	2,003.00
Deposit	10/07/2015				210.00	2,213.00
Deposit	10/07/2015				585.00	2,798.00
Deposit	10/09/2015				76,843.56	79,641.56
Total Deposits and Credits					79,641.56	79,641.56
Total New Transactions					-33,274.53	-33,274.53
Ending Balance					-53,183.54	138,036.03

## DDA Financial Report

		October 31, 2014	Budget 15-16 as Approved	Budget 15-16 with Amendments	% of Budget	Budget Variance
REVENUE						
Property Taxes		61,770	70,000	70,000	104.8%	-\$3,389.12
Interest and Dividends		83	200	200	462.3%	-\$724.60
Miscellaneous		(40)	0	0	-	\$0.00
Rents and Royalties		33,430	45,000	45,000	78.1%	\$9,870.00
Administrative Services		190,220	767,377	767,377	30.4%	\$534,041.48
Prior Year Surplus			0	0	-	\$0.00
TOTAL REVENUE		\$285,463	\$882,577	\$882,577	38.8%	\$539,797.76
EXPENSES						
Payroll Expense		193,684	581,810	596,810	34.4%	\$391,459.18
Health Insurance		18,822	146,733	146,733	19.1%	\$118,713.70
Workers Compensation		6,955	0	0	-	-\$4,476.00
Office Supplies		4,126	9,000	9,000	43.8%	\$5,055.62
Operation Supplies		544	0	0	-	\$0.00
Professional/Contractual		38,458	78,100	66,534	28.0%	\$47,907.59
Communications		1,133	4,600	4,600	23.2%	\$3,532.44
Transportation		1,391	2,000	2,000	0.0%	\$2,000.00
Lodging/Meals		2,317	5,000	5,000	21.9%	\$3,904.09
Training		950	2,000	2,000	0.0%	\$2,000.00
Community Promotion		1,357	12,500	12,500	5.5%	\$11,813.25
Printing/Publishing		2,586	7,500	7,500	25.1%	\$5,616.46
Insurance & Bonds		1,295	1,700	1,700	86.6%	\$228.00
Utilities		1,454	6,600	6,600	28.3%	\$4,731.52
Repairs & Maintenance		0	2,200	2,200	0.0%	\$2,200.00
Rentals		3,142	8,000	8,000	34.9%	\$5,208.56
Legal Expense		1,242	5,000	5,000	2.7%	\$4,865.00
Miscellaneous		25	400	400	0.0%	\$400.00
Equipment		2,402	6,000	6,000	26.4%	\$4,418.00
TOTAL EXPENSE		\$281,883	\$879,143	\$882,577	30.9%	\$609,577.41
						thru fiscal year ↓
NET INCOME/(LOSS)		\$3,580	\$3,434	\$0	33.3%	

**Downtown Development Authority**  
**Balance Sheet**  
**As of October 31, 2015**

	Oct 31, 15
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Fifth Third Checking - 3112	179,491.94
Fifth Third Savings - 6740	201,143.42
Petty Cash	97.44
<b>Total Checking/Savings</b>	380,732.80
<b>Accounts Receivable</b>	
Accounts Receivable	46,835.70
<b>Total Accounts Receivable</b>	46,835.70
<b>Other Current Assets</b>	
Deposits in Transit	106.00
Due From DTCA	2,500.00
Due From APS	-2,103.74
<b>Total Other Current Assets</b>	502.26
<b>Total Current Assets</b>	428,070.76
<b>TOTAL ASSETS</b>	<b>428,070.76</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	17,876.41
<b>Total Accounts Payable</b>	17,876.41
<b>Other Current Liabilities</b>	
Bumpout Project Funds Collected	6,645.86
Bryan Crough Memorial Fund	25,394.68
Accrued Salaries	56,341.24
<b>Deposits Payable</b>	
Senior Project Fresh	-3,529.00
Double Up Food Bucks	7,170.00
EBT Bridge Card	10,174.55
Project Fresh	-6,329.00
Deposits Payable - Other	-18.00
<b>Total Deposits Payable</b>	7,468.55
<b>Payroll Liabilities</b>	
State Income Tax Payable	1,454.60
State Unemployment Tax Payable	204.35
Health Insurance Payable	1,054.36
<b>Total Payroll Liabilities</b>	2,713.31
<b>Total Other Current Liabilities</b>	98,563.64
<b>Total Current Liabilities</b>	116,440.05
<b>Total Liabilities</b>	116,440.05
<b>Equity</b>	
Opening Bal Equity	107,606.27
Retained Earnings	134,244.79
Net Income	69,779.65
<b>Total Equity</b>	311,630.71
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>428,070.76</b>



**Downtown Development Authority**  
**Profit & Loss**  
**October 2015**

	<u>Oct 15</u>
<b>Ordinary Income/Expense</b>	
Income	
Administrative Services	49,389.17
Interest & Dividends	652.78
Property Taxes	14,259.74
Rents	7,540.00
<b>Total Income</b>	<u>71,841.69</u>
<b>Gross Profit</b>	71,841.69
Expense	
Communications	270.15
Health Insurance	3,948.03
Lodging, meals	63.66
Office Supplies	1,178.98
Payroll Expenses	
457 Company Matching	2,337.97
Hourly Wage Expense	16,558.21
Medicare Tax Expense	597.62
Salaries & Wages	23,372.40
Social Security Tax Expense	2,555.27
SUTA Tax Expense	212.27
Payroll Expenses - Other	40.60
<b>Total Payroll Expenses</b>	<u>45,674.34</u>
Professional/Contractual	3,285.19
Rentals	645.98
Utilities	49.80
<b>Total Expense</b>	<u>55,116.13</u>
<b>Net Ordinary Income</b>	<u>16,725.56</u>
<b>Net Income</b>	<u><u>16,725.56</u></u>

**Downtown Development Authority**  
**Profit & Loss**  
July through October 2015

	Jul - Oct 15
<b>Ordinary Income/Expense</b>	
Income	
Reimbursed Parking Wages	0.00
Administrative Services	233,335.52
Interest & Dividends	924.60
Property Taxes	73,389.12
Rents	35,130.00
<b>Total Income</b>	<b>342,779.24</b>
<b>Gross Profit</b>	<b>342,779.24</b>
Expense	
Communications	1,067.56
Community Promotion	686.75
Equipment	1,582.00
Health Insurance	28,019.30
Insurance & Bonds	1,472.00
Legal	135.00
Lodging, meals	1,095.91
Office Supplies	3,944.38
Payroll Expenses	
Direct Deposit Fee	20.30
457 Company Matching	9,620.96
Hourly Wage Expense	80,608.74
Medicare Tax Expense	2,682.19
Salaries & Wages	99,458.30
Social Security Tax Expense	11,468.69
SUTA Tax Expense	1,348.09
Payroll Expenses - Other	143.55
<b>Total Payroll Expenses</b>	<b>205,350.82</b>
Printing & Publishing	1,883.54
Professional/Contractual	18,626.41
Rentals	2,791.44
Utilities	1,868.48
Workers Compensation	4,476.00
<b>Total Expense</b>	<b>272,999.59</b>
<b>Net Ordinary Income</b>	<b>69,779.65</b>
<b>Net Income</b>	<b>69,779.65</b>

**Downtown Development Authority**  
**Reconciliation Summary**  
**Fifth Third Checking - 3112, Period Ending 10/31/2015**

	<u>Oct 31, 15</u>
<b>Beginning Balance</b>	307,941.76
<b>Cleared Transactions</b>	
Checks and Payments - 84 items	-137,347.97
Deposits and Credits - 35 items	131,014.04
<b>Total Cleared Transactions</b>	<u>-6,333.93</u>
<b>Cleared Balance</b>	<u><u>301,607.83</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 50 items	-140,810.53
Deposits and Credits - 3 items	18,694.64
<b>Total Uncleared Transactions</b>	<u>-122,115.89</u>
<b>Register Balance as of 10/31/2015</b>	<u><u>179,491.94</u></u>
<b>New Transactions</b>	
Checks and Payments - 93 items	-86,281.09
Deposits and Credits - 32 items	60,156.85
<b>Total New Transactions</b>	<u>-26,124.24</u>
<b>Ending Balance</b>	<u><u>153,367.70</u></u>

# Downtown Development Authority

## Reconciliation Detail

### Fifth Third Checking - 3112, Period Ending 10/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						307,941.76
Cleared Transactions						
Checks and Payments - 84 items						
Bill Pmt -Check	09/08/2015	11532	Bare Knuckle Farm ...	X	-289.00	-289.00
Bill Pmt -Check	09/08/2015	11561	Shetler Family Dair...	X	-87.00	-376.00
Bill Pmt -Check	09/08/2015	11546	Green Rock Farms	X	-60.00	-436.00
Bill Pmt -Check	09/08/2015	11554	Old Hundredth Farm	X	-50.00	-486.00
Bill Pmt -Check	09/08/2015	11558	Pay the Mortgage P...	X	-19.00	-505.00
Bill Pmt -Check	09/08/2015	11540	Bumgardner, Cory	X	-17.00	-522.00
Bill Pmt -Check	09/15/2015	11568	Copy Central	X	-380.81	-902.81
Bill Pmt -Check	09/15/2015	11574	Norte! Youth Cycling	X	-250.00	-1,152.81
Bill Pmt -Check	09/15/2015	11571	Michigan Downtown...	X	-200.00	-1,352.81
Bill Pmt -Check	09/22/2015	11595	Traverse Area Hum...	X	-250.00	-1,602.81
Check	09/22/2015	11587	Nina G.Talarico - V...	X	-100.00	-1,702.81
Check	09/22/2015	11588	Colleen Pavegio - V	X	-46.16	-1,748.97
Bill Pmt -Check	09/29/2015	11599	Copy Central	X	-1,070.92	-2,819.89
Bill Pmt -Check	09/29/2015	11598	Brickyard Towing, I...	X	-455.00	-3,274.89
Check	09/30/2015	11600	US Postmaster	X	-172.25	-3,447.14
Check	10/02/2015		Central Payment M...	X	-63.90	-3,511.04
Liability Check	10/06/2015	11612	City of TC - Vendor	X	-5,002.39	-8,513.43
Liability Check	10/06/2015	11607	ICMA Retirement Tr...	X	-1,912.19	-10,425.62
Liability Check	10/06/2015	11608	State of Michigan - ...	X	-1,529.96	-11,955.58
Bill Pmt -Check	10/06/2015	11618	Altonen Orchards	X	-1,351.00	-13,306.58
Bill Pmt -Check	10/06/2015	11623	BMG Farms	X	-980.00	-14,286.58
Bill Pmt -Check	10/06/2015	11616	Traverse City Light ...	X	-766.31	-15,052.89
Bill Pmt -Check	10/06/2015	11632	Green Rock Farms	X	-647.00	-15,699.89
Bill Pmt -Check	10/06/2015	11636	Leo Ocanas Farm	X	-625.00	-16,324.89
Bill Pmt -Check	10/06/2015	11634	Hall Farms	X	-582.00	-16,906.89
Bill Pmt -Check	10/06/2015	11640	Middle Branch Farm	X	-483.00	-17,389.89
Bill Pmt -Check	10/06/2015	11628	Cherry Connection/...	X	-467.00	-17,856.89
Bill Pmt -Check	10/06/2015	11620	Bare Knuckle Farm ...	X	-421.00	-18,277.89
Bill Pmt -Check	10/06/2015	11619	Bakker's Acres, LLC	X	-290.00	-18,567.89
Bill Pmt -Check	10/06/2015	11645	Olds Farm, LLC	X	-270.00	-18,837.89
Bill Pmt -Check	10/06/2015	11646	Olds Paradise Farm...	X	-262.00	-19,099.89
Bill Pmt -Check	10/06/2015	11631	Gallagher Centenni...	X	-244.00	-19,343.89
Bill Pmt -Check	10/06/2015	11659	Bottomline Bookkee...	X	-230.00	-19,573.89
Bill Pmt -Check	10/06/2015	11651	Providence Farm, L...	X	-227.00	-19,800.89
Bill Pmt -Check	10/06/2015	11615	Rotary Club of Trav...	X	-222.00	-20,022.89
Bill Pmt -Check	10/06/2015	11626	Brown's Poplar Rid...	X	-219.00	-20,241.89
Bill Pmt -Check	10/06/2015	11613	Brickyard Towing, I...	X	-175.00	-20,416.89
Bill Pmt -Check	10/06/2015	11638	Maple Ridge Orchar...	X	-171.00	-20,587.89
Bill Pmt -Check	10/06/2015	11637	Little Red Organics,...	X	-161.00	-20,748.89
Bill Pmt -Check	10/06/2015	11614	Kiwanis Club of TC	X	-156.00	-20,904.89
Bill Pmt -Check	10/06/2015	11649	Pahl Farms	X	-119.00	-21,023.89
Bill Pmt -Check	10/06/2015	11650	Press On Juice	X	-116.00	-21,139.89
Bill Pmt -Check	10/06/2015	11657	Treaty Fish Co.	X	-109.00	-21,248.89
Bill Pmt -Check	10/06/2015	11625	Boss Mouse Chees...	X	-109.00	-21,357.89
Bill Pmt -Check	10/06/2015	11652	Schaub, Ralph	X	-103.00	-21,460.89
Bill Pmt -Check	10/06/2015	11627	Champion Hill Farm	X	-84.00	-21,544.89
Bill Pmt -Check	10/06/2015	11633	Guntzville's Berry ...	X	-79.00	-21,623.89
Bill Pmt -Check	10/06/2015	11621	Bay Bread Compan...	X	-71.00	-21,694.89
Bill Pmt -Check	10/06/2015	11648	ONA Mission Hone...	X	-69.00	-21,763.89
Bill Pmt -Check	10/06/2015	11647	Olmsted Piedmonte...	X	-63.00	-21,826.89
Check	10/06/2015		World Pay	X	-51.55	-21,878.44
Bill Pmt -Check	10/06/2015	11653	Shiloh's Garden	X	-48.00	-21,926.44
Bill Pmt -Check	10/06/2015	11654	Spring Hollow Dairy...	X	-46.00	-21,972.44
Bill Pmt -Check	10/06/2015	11642	Natural Northern Fo...	X	-40.00	-22,012.44
Bill Pmt -Check	10/06/2015	11656	Toto's Tomaotes	X	-32.00	-22,044.44
Bill Pmt -Check	10/06/2015	11629	Dover, Ann	X	-25.00	-22,069.44
Bill Pmt -Check	10/06/2015	11643	Nature's Treats, LLC	X	-18.00	-22,087.44
Bill Pmt -Check	10/06/2015	11641	Mike Leabo	X	-18.00	-22,105.44
Bill Pmt -Check	10/06/2015	11644	Norconk Farm Aspa...	X	-15.00	-22,120.44
Bill Pmt -Check	10/06/2015	11630	Edson Farms Natur...	X	-11.00	-22,131.44
Liability Check	10/08/2015		QuickBooks Payroll...	X	-12,202.99	-34,334.43
Paycheck	10/09/2015	11660	Smith, Daniel R	X	-821.66	-35,156.09
Paycheck	10/09/2015	11602	Cardwell, Michael B	X	-744.04	-35,900.13
Paycheck	10/09/2015	11604	Rockwell, Daniel P	X	-528.87	-36,429.00
Paycheck	10/09/2015	11606	Wood, Mark S	X	-454.85	-36,883.85
Paycheck	10/09/2015	11603	O'Dell, Dana M	X	-122.24	-37,006.09
Check	10/13/2015	11662	TIF-97	X	-60,773.99	-97,780.08

# Downtown Development Authority

## Reconciliation Detail

### Fifth Third Checking - 3112, Period Ending 10/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Check	10/13/2015	11661	TIF-2	X	-11,658.74	-109,438.82
Bill Pmt -Check	10/13/2015	11664	Pitney Bowes Rese...	X	-1,000.00	-110,438.82
Bill Pmt -Check	10/13/2015	11663	Bottomline Bookkee...	X	-150.00	-110,588.82
Liability Check	10/14/2015	EFTPS	United States Treas...	X	-4,056.58	-114,645.40
Liability Check	10/15/2015	EFTPS	United States Treas...	X	-16.64	-114,662.04
Paycheck	10/16/2015	11666	Posler, Marianne	X	-108.32	-114,770.36
Liability Check	10/20/2015	11673	ICMA Retirement Tr...	X	-1,919.96	-116,690.32
Bill Pmt -Check	10/20/2015	11674	Bottomline Bookkee...	X	-120.00	-116,810.32
Liability Check	10/21/2015	EFTPS	United States Treas...	X	-20.06	-116,830.38
Liability Check	10/22/2015		QuickBooks Payroll...	X	-12,476.50	-129,306.88
Paycheck	10/23/2015	11668	Cardwell, Michael B	X	-676.49	-129,983.37
Paycheck	10/23/2015	11671	Smith, Daniel R	X	-550.83	-130,534.20
Paycheck	10/23/2015	11672	Wood, Mark S	X	-484.36	-131,018.56
Paycheck	10/23/2015	11670	Rockwell, Daniel P	X	-283.10	-131,301.66
Paycheck	10/23/2015	11669	O'Dell, Dana M	X	-246.51	-131,548.17
Liability Check	10/25/2015	EFTPS	MESC	X	-1,135.82	-132,683.99
Liability Check	10/28/2015	EFTPS	United States Treas...	X	-4,663.98	-137,347.97
Total Checks and Payments					-137,347.97	-137,347.97
Deposits and Credits - 35 items						
Deposit	09/30/2015			X	266.00	266.00
Deposit	10/03/2015			X	560.00	826.00
Deposit	10/03/2015			X	1,455.00	2,281.00
Deposit	10/07/2015			X	210.00	2,491.00
Deposit	10/07/2015			X	585.00	3,076.00
Deposit	10/09/2015			X	76,843.56	79,919.56
Deposit	10/10/2015			X	367.00	80,286.56
Deposit	10/10/2015			X	1,315.00	81,601.56
Deposit	10/14/2015			X	295.00	81,896.56
Deposit	10/14/2015			X	535.00	82,431.56
Check	10/16/2015	11665	Posler, Marianne	X	0.00	82,431.56
Deposit	10/16/2015			X	44,486.00	126,917.56
Deposit	10/17/2015			X	411.00	127,328.56
Deposit	10/17/2015			X	1,050.00	128,378.56
Deposit	10/21/2015			X	300.00	128,678.56
Deposit	10/21/2015			X	395.00	129,073.56
Paycheck	10/23/2015		Nugier, Kody J	X	0.00	129,073.56
Paycheck	10/23/2015		Merica, Kenneth N	X	0.00	129,073.56
Paycheck	10/23/2015		Merica, Gregory J	X	0.00	129,073.56
Paycheck	10/23/2015		McCormick, James R	X	0.00	129,073.56
Paycheck	10/23/2015		Helferich, Michael D	X	0.00	129,073.56
Paycheck	10/23/2015		Paveglio, Colleen M	X	0.00	129,073.56
Paycheck	10/23/2015		Golden, McKenzie L	X	0.00	129,073.56
Paycheck	10/23/2015		Merica, John A	X	0.00	129,073.56
Paycheck	10/23/2015		Posler, Marianne	X	0.00	129,073.56
Paycheck	10/23/2015		Viox, Nicholas D	X	0.00	129,073.56
Paycheck	10/23/2015		VanNess, Nicole	X	0.00	129,073.56
Paycheck	10/23/2015		Bacigalupi, Robert M	X	0.00	129,073.56
Paycheck	10/23/2015		Russell, Amy K	X	0.00	129,073.56
Paycheck	10/23/2015		Talarico, Nina	X	0.00	129,073.56
Deposit	10/24/2015			X	568.00	129,641.56
Deposit	10/24/2015			X	1,070.00	130,711.56
Deposit	10/28/2015			X	137.00	130,848.56
Deposit	10/28/2015			X	160.00	131,008.56
Deposit	10/30/2015			X	5.48	131,014.04
Total Deposits and Credits					131,014.04	131,014.04
Total Cleared Transactions					-6,333.93	-6,333.93
Cleared Balance					-6,333.93	301,607.83
Uncleared Transactions						
Checks and Payments - 50 items						
Paycheck	08/19/2011	4772	Kellogg, Paul T.		-82.79	-82.79
Bill Pmt -Check	09/16/2011	4872	Red Cloud Fisheries		-15.00	-97.79
Bill Pmt -Check	09/16/2011	4854	Fruitful Acres		-8.00	-105.79
Bill Pmt -Check	09/16/2011	4871	R & R Poultry		-2.00	-107.79
Bill Pmt -Check	09/30/2011	4921	Altonen Orchards		-16.00	-123.79
Bill Pmt -Check	10/28/2011	5036	Red Cloud Fisheries		-30.00	-153.79
Bill Pmt -Check	10/28/2011	5035	R & R Poultry		-2.00	-155.79

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 10/31/2015**

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	07/06/2012	5660	Wertz-Roth, Brennin		-9.00	-164.79
Bill Pmt -Check	07/06/2012	5665	Jenkins Potato Farm		-7.00	-171.79
Bill Pmt -Check	08/03/2012	5763	Wertz-Roth, Brennin		-26.00	-197.79
Bill Pmt -Check	08/03/2012	5769	Jenkins Potato Farm		-5.00	-202.79
Bill Pmt -Check	08/03/2012	5759	Fox Valley Farms		-1.00	-203.79
Bill Pmt -Check	09/07/2012	5883	9 Bean Rows, LLC		-65.00	-268.79
Bill Pmt -Check	09/28/2012	6029	Natural Northern Fo...		-43.00	-311.79
Bill Pmt -Check	09/28/2012	6013	Green Leap Epicure...		-24.00	-335.79
Bill Pmt -Check	09/28/2012	6007	Evergreen Club		-6.00	-341.79
Bill Pmt -Check	04/26/2013	6596	Priority Health		-3,297.49	-3,639.28
Bill Pmt -Check	08/02/2013	6877	9 Bean Rows, LLC		-130.00	-3,769.28
Bill Pmt -Check	08/16/2013	6930	Evergreen Club		-10.00	-3,779.28
Bill Pmt -Check	09/13/2013	7058	Wunch Farms		-403.00	-4,182.28
Bill Pmt -Check	09/13/2013	7028	Hilbert's Honey Bee...		-12.00	-4,194.28
Bill Pmt -Check	09/27/2013	7141	Up North Global, LLC		-12.00	-4,206.28
Paycheck	03/28/2014	7662	Balk, Bradley R		-27.57	-4,233.85
Check	06/30/2015	11609	City of Traverse City		-4,097.38	-8,331.23
Bill Pmt -Check	07/02/2015	11274	Idyll Farms, LLC		-45.00	-8,376.23
Bill Pmt -Check	08/04/2015	11418	Clous, Gerald		-2.00	-8,378.23
Check	09/08/2015	11529	TIF-97		-123,341.21	-131,719.44
Bill Pmt -Check	09/08/2015	11534	Birch Point Farm, L...		-803.00	-132,522.44
Bill Pmt -Check	09/08/2015	11530	9 Bean Rows, LLC		-439.00	-132,961.44
Bill Pmt -Check	09/15/2015	11575	Old Time Wooden ...		-488.62	-133,450.06
Bill Pmt -Check	10/06/2015	11617	9 Bean Rows, LLC		-696.00	-134,146.06
Check	10/06/2015	11610	City of Traverse City		-279.05	-134,425.11
Bill Pmt -Check	10/06/2015	11639	Marvin's Garden Sp...		-275.00	-134,700.11
Check	10/06/2015	11611	City of Traverse City		-230.41	-134,930.52
Bill Pmt -Check	10/06/2015	11635	Interwater Farms, Inc.		-190.00	-135,120.52
Bill Pmt -Check	10/06/2015	11658	Westmaas Farm		-133.00	-135,253.52
Bill Pmt -Check	10/06/2015	11622	Bear Earth Herbals		-34.00	-135,287.52
Bill Pmt -Check	10/06/2015	11655	Stone House Bread...		-8.00	-135,295.52
Bill Pmt -Check	10/06/2015	11624	Boot Strap Farms L...		-2.00	-135,297.52
Liability Check	10/16/2015	11667	ICMA Retirement Tr...		-7.42	-135,304.94
Bill Pmt -Check	10/27/2015	11681	Seeds, Inc.		-1,893.64	-137,198.58
Bill Pmt -Check	10/27/2015	11675	Apple Inc.		-1,582.00	-138,780.58
Bill Pmt -Check	10/27/2015	11682	Team Financial Gro...		-640.98	-139,421.56
Bill Pmt -Check	10/27/2015	11676	Charter Communic...		-494.40	-139,915.96
Bill Pmt -Check	10/27/2015	11678	Integrity Business S...		-251.50	-140,167.46
Bill Pmt -Check	10/27/2015	11677	First National Bank ...		-206.30	-140,373.76
Bill Pmt -Check	10/27/2015	11679	Norte! Youth Cycling		-150.00	-140,523.76
Bill Pmt -Check	10/27/2015	11683	Traverse City Light ...		-102.79	-140,626.55
Bill Pmt -Check	10/27/2015	11680	Pitney Bowes Glob...		-8.98	-140,635.53
Check	10/28/2015	11684	US Postmaster		-175.00	-140,810.53
Total Checks and Payments					-140,810.53	-140,810.53
Deposits and Credits - 3 Items						
Deposit	10/30/2015				17,411.64	17,411.64
Deposit	10/31/2015				308.00	17,719.64
Deposit	10/31/2015				975.00	18,694.64
Total Deposits and Credits					18,694.64	18,694.64
Total Uncleared Transactions					-122,115.89	-122,115.89
Register Balance as of 10/31/2015					-128,449.82	179,491.94
New Transactions						
Checks and Payments - 93 Items						
Check	11/03/2015	11693	TIF-97		-6,365.98	-6,365.98
Check	11/03/2015	11692	TIF-2		-5,623.16	-11,989.14
Liability Check	11/03/2015	11690	ICMA Retirement Tr...		-2,269.59	-14,258.73
Liability Check	11/03/2015	11691	State of Michigan - ...		-1,454.60	-15,713.33
Bill Pmt -Check	11/03/2015	11694	Bottomline Bookkee...		-100.00	-15,813.33
Liability Check	11/05/2015		QuickBooks Payroll...		-12,142.57	-27,955.90
Paycheck	11/06/2015	11688	Smith, Daniel R		-789.85	-28,745.75
Paycheck	11/06/2015	11685	Cardwell, Michael B		-698.79	-29,444.54
Paycheck	11/06/2015	11689	Wood, Mark S		-467.71	-29,912.25
Paycheck	11/06/2015	11687	Rockwell, Daniel P		-438.86	-30,351.11
Paycheck	11/06/2015	11686	O'Dell, Dana M		-246.51	-30,597.62
Liability Check	11/10/2015	11697	City of TC - Vendor		-5,002.39	-35,600.01
Bill Pmt -Check	11/10/2015	11739	Murray, Timothy		-2,590.00	-38,190.01

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 10/31/2015**

Type	Date	Num	Name	Cir	Amount	Balance
Bill Pmt -Check	11/10/2015	11707	Seeds, Inc.		-2,003.29	-40,193.30
Bill Pmt -Check	11/10/2015	11709	Altonen Orchards		-1,512.00	-41,705.30
Bill Pmt -Check	11/10/2015	11753	Second Spring Farm		-1,298.00	-43,003.30
Bill Pmt -Check	11/10/2015	11715	Birch Point Farm, L...		-1,100.00	-44,103.30
Bill Pmt -Check	11/10/2015	11710	Armstrong Farms		-771.00	-44,874.30
Bill Pmt -Check	11/10/2015	11751	Providence Farm, L...		-714.00	-45,588.30
Bill Pmt -Check	11/10/2015	11758	Westmaas Farm		-711.00	-46,299.30
Bill Pmt -Check	11/10/2015	11704	Team Financial Gro...		-665.98	-46,965.28
Bill Pmt -Check	11/10/2015	11718	Brown's Poplar Rid...		-489.00	-47,454.28
Bill Pmt -Check	11/10/2015	11708	9 Bean Rows, LLC		-485.00	-47,939.28
Bill Pmt -Check	11/10/2015	11731	Leo Ocanas Farm		-419.00	-48,358.28
Bill Pmt -Check	11/10/2015	11699	First National Bank ...		-397.04	-48,755.32
Bill Pmt -Check	11/10/2015	11711	Bakker's Acres, LLC		-397.00	-49,152.32
Bill Pmt -Check	11/10/2015	11728	Green Rock Farms		-394.00	-49,546.32
Bill Pmt -Check	11/10/2015	11734	Loma Farms, LLC		-383.00	-49,929.32
Bill Pmt -Check	11/10/2015	11744	Olds Farm, LLC		-336.00	-50,265.32
Bill Pmt -Check	11/10/2015	11750	Provenmont Hydro F...		-335.00	-50,600.32
Bill Pmt -Check	11/10/2015	11735	Maple Ridge Orchar...		-322.00	-50,922.32
Bill Pmt -Check	11/10/2015	11722	Cherry Connection/...		-302.00	-51,224.32
Bill Pmt -Check	11/10/2015	11712	Bardenhagen Berries		-301.00	-51,525.32
Bill Pmt -Check	11/10/2015	11727	Gallagher Centenni...		-271.00	-51,796.32
Bill Pmt -Check	11/10/2015	11747	ONA Mission Hone...		-262.00	-52,058.32
Bill Pmt -Check	11/10/2015	11719	Buchans Blueberry ...		-261.00	-52,319.32
Bill Pmt -Check	11/10/2015	11737	Middle Branch Farm		-254.00	-52,573.32
Bill Pmt -Check	11/10/2015	11698	Brickyard Towing, I...		-245.00	-52,818.32
Bill Pmt -Check	11/10/2015	11713	Bare Knuckle Farm ...		-231.00	-53,049.32
Bill Pmt -Check	11/10/2015	11748	Patisserie Amie, LLC		-221.00	-53,270.32
Bill Pmt -Check	11/10/2015	11714	Bay Bread Compan...		-208.00	-53,478.32
Bill Pmt -Check	11/10/2015	11745	Olds Paradise Farm...		-198.00	-53,676.32
Bill Pmt -Check	11/10/2015	11700	Kiwanis Club of TC		-156.00	-53,832.32
Bill Pmt -Check	11/10/2015	11759	Wunch Farms		-151.00	-53,983.32
Bill Pmt -Check	11/10/2015	11703	Norte! Youth Cycling		-150.00	-54,133.32
Bill Pmt -Check	11/10/2015	11742	Northern Seasons		-140.00	-54,273.32
Bill Pmt -Check	11/10/2015	11749	Popp Farms - Rich ...		-137.00	-54,410.32
Bill Pmt -Check	11/10/2015	11755	Spring Hollow Dairy...		-126.00	-54,536.32
Bill Pmt -Check	11/10/2015	11730	Interwater Farms, Inc.		-122.00	-54,658.32
Bill Pmt -Check	11/10/2015	11761	Bottomline Bookkee...		-120.00	-54,778.32
Bill Pmt -Check	11/10/2015	11717	Boss Mouse Chees...		-91.00	-54,869.32
Bill Pmt -Check	11/10/2015	11752	Schaub, Ralph		-88.00	-54,957.32
Bill Pmt -Check	11/10/2015	11706	Trophy Trolley		-87.66	-55,044.98
Bill Pmt -Check	11/10/2015	11723	Dover, Ann		-80.00	-55,124.98
Bill Pmt -Check	11/10/2015	11729	Idyll Farms, LLC		-80.00	-55,204.98
Bill Pmt -Check	11/10/2015	11721	Cherry Beach Orch...		-77.00	-55,281.98
Bill Pmt -Check	11/10/2015	11724	Duerksen Turkey F...		-75.00	-55,356.98
Bill Pmt -Check	11/10/2015	11720	Champion Hill Farm		-69.00	-55,425.98
Bill Pmt -Check	11/10/2015	11702	Michigan Office Sol...		-68.86	-55,494.84
Bill Pmt -Check	11/10/2015	11738	Mike Leabo		-52.00	-55,546.84
Bill Pmt -Check	11/10/2015	11733	Little Red Organics,...		-50.00	-55,596.84
Bill Pmt -Check	11/10/2015	11736	Marvin's Garden Sp...		-47.00	-55,643.84
Bill Pmt -Check	11/10/2015	11756	Sun Razed Farm		-47.00	-55,690.84
Bill Pmt -Check	11/10/2015	11746	Olmsted Piedmonte...		-45.00	-55,735.84
Bill Pmt -Check	11/10/2015	11743	Old Hundredth Farm		-42.00	-55,777.84
Bill Pmt -Check	11/10/2015	11701	LIAA		-40.00	-55,817.84
Bill Pmt -Check	11/10/2015	11741	Nature's Treats, LLC		-37.00	-55,854.84
Bill Pmt -Check	11/10/2015	11732	Little Fleet, The		-35.00	-55,889.84
Bill Pmt -Check	11/10/2015	11754	Shiloh's Garden		-35.00	-55,924.84
Bill Pmt -Check	11/10/2015	11740	Natural Northern Fo...		-30.00	-55,954.84
Check	11/10/2015	11696	Nina G.Talarico - V...		-27.44	-55,982.28
Check	11/10/2015	11695	Nicole VanNess - V		-20.84	-56,003.12
Bill Pmt -Check	11/10/2015	11726	Evergreen Market, ...		-20.00	-56,023.12
Bill Pmt -Check	11/10/2015	11757	Webber Farms		-18.00	-56,041.12
Bill Pmt -Check	11/10/2015	11725	Edson Farms Natur...		-11.00	-56,052.12
Bill Pmt -Check	11/10/2015	11716	Boot Strap Farms L...		-8.00	-56,060.12
Bill Pmt -Check	11/10/2015	11705	Traverse City Light ...		-0.48	-56,060.60
Liability Check	11/12/2015	EFTPS	United States Treas...		-4,717.26	-60,777.86
Liability Check	11/17/2015	11767	ICMA Retirement Tr...		-2,271.58	-63,049.44
Check	11/17/2015	11773	TIF-2		-2,185.79	-65,235.23
Bill Pmt -Check	11/17/2015	11768	Advanced, Inc.		-975.00	-66,210.23
Check	11/17/2015	11774	TIF-97		-412.25	-66,622.48
Bill Pmt -Check	11/17/2015	11771	Traverse City Light ...		-105.03	-66,727.51

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 10/31/2015**

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	11/17/2015	11772	Michigan Office Sol...		-68.86	-66,796.37
Bill Pmt -Check	11/17/2015	11769	LIAA		-45.00	-66,841.37
Bill Pmt -Check	11/17/2015	11770	Pitney Bowes Glob...		-8.98	-66,850.35
Liability Check	11/19/2015		QuickBooks Payroll...		-12,390.48	-79,240.83
Paycheck	11/20/2015	11765	Smith, Daniel R		-758.89	-79,999.72
Paycheck	11/20/2015	11762	Cardwell, Michael B		-724.46	-80,724.18
Paycheck	11/20/2015	11766	Wood, Mark S		-467.71	-81,191.89
Paycheck	11/20/2015	11764	Rockwell, Daniel P		-342.06	-81,533.95
Paycheck	11/20/2015	11763	Dwyer, Joseph M		-10.18	-81,544.13
Liability Check	11/25/2015	EFTPS	United States Treas...		-4,736.96	-86,281.09
Total Checks and Payments					-86,281.09	-86,281.09
Deposits and Credits - 32 items						
Deposit	11/03/2015				11,552.26	11,552.26
Paycheck	11/06/2015		VanNess, Nicole		0.00	11,552.26
Paycheck	11/06/2015		Russell, Amy K		0.00	11,552.26
Paycheck	11/06/2015		Bacigalupi, Robert M		0.00	11,552.26
Paycheck	11/06/2015		Talarico, Nina		0.00	11,552.26
Paycheck	11/06/2015		Viox, Nicholas D		0.00	11,552.26
Paycheck	11/06/2015		Posler, Marianne		0.00	11,552.26
Paycheck	11/06/2015		Pavglio, Colleen M.		0.00	11,552.26
Paycheck	11/06/2015		Nugier, Kody J		0.00	11,552.26
Paycheck	11/06/2015		Merica, Kenneth N		0.00	11,552.26
Paycheck	11/06/2015		Merica, John A		0.00	11,552.26
Paycheck	11/06/2015		Merica, Gregory J		0.00	11,552.26
Paycheck	11/06/2015		McCormick, James R		0.00	11,552.26
Paycheck	11/06/2015		Helferich, Michael D		0.00	11,552.26
Paycheck	11/06/2015		Golden, McKenzie L		0.00	11,552.26
Check	11/10/2015	11760	Bottomline Bookkee...		0.00	11,552.26
Deposit	11/17/2015				48,604.59	60,156.85
Paycheck	11/20/2015		VanNess, Nicole		0.00	60,156.85
Paycheck	11/20/2015		Golden, McKenzie L		0.00	60,156.85
Paycheck	11/20/2015		McCormick, James R		0.00	60,156.85
Paycheck	11/20/2015		Posler, Marianne		0.00	60,156.85
Paycheck	11/20/2015		Merica, Gregory J		0.00	60,156.85
Paycheck	11/20/2015		Burian, Robert C		0.00	60,156.85
Paycheck	11/20/2015		Pavglio, Colleen M.		0.00	60,156.85
Paycheck	11/20/2015		Bacigalupi, Robert M.		0.00	60,156.85
Paycheck	11/20/2015		Nugier, Kody J		0.00	60,156.85
Paycheck	11/20/2015		Helferich, Michael D		0.00	60,156.85
Paycheck	11/20/2015		Merica, Kenneth N		0.00	60,156.85
Paycheck	11/20/2015		Viox, Nicholas D		0.00	60,156.85
Paycheck	11/20/2015		Merica, John A		0.00	60,156.85
Paycheck	11/20/2015		Russell, Amy K		0.00	60,156.85
Paycheck	11/20/2015		Talarico, Nina		0.00	60,156.85
Total Deposits and Credits					60,156.85	60,156.85
Total New Transactions					-26,124.24	-26,124.24
Ending Balance					-154,574.06	153,367.70



**DDA-TIF2**  
**Balance Sheet**  
 As of September 30, 2015

	<u>Sep 30, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Fifth Third Checking - 4378	1,939,874.88
Total Checking/Savings	1,939,874.88
Accounts Receivable	
*Accounts Receivable	1,912,097.00
Total Accounts Receivable	1,912,097.00
Total Current Assets	3,851,971.88
<b>Other Assets</b>	
Accounts Receivable	3,392,097.00
Due From Other Funds	82.74
Total Other Assets	3,392,179.74
<b>TOTAL ASSETS</b>	<u><u>7,244,151.62</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	21,726.00
Total Accounts Payable	21,726.00
Other Current Liabilities	
Deferred Income	3,392,097.00
Total Other Current Liabilities	3,392,097.00
Total Current Liabilities	3,413,823.00
Total Liabilities	3,413,823.00
<b>Equity</b>	
Retained Earnings	3,078,071.56
Net Income	752,257.06
Total Equity	3,830,328.62
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>7,244,151.62</u></u>

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11/18/15

**DDA-TIF2**  
**Profit & Loss**  
**September 2015**

	<u>Sep 15</u>
<b>Income</b>	
Interest	355.62
Property Taxes	<u>83,646.37</u>
<b>Total Income</b>	<b>84,001.99</b>
<b>Expense</b>	
Adm/Eng Services	<u>21,726.00</u>
<b>Total Expense</b>	<b><u>21,726.00</u></b>
<b>Net Income</b>	<b><u>62,275.99</u></b>

**DDA-TIF2**  
**Profit & Loss**  
July through September 2015

	<u>Jul - Sep 15</u>
Income	
Interest	588.26
Property Taxes	<u>842,542.21</u>
Total Income	843,130.47
Expense	
Adm/Eng Services	21,726.00
Professional/Contractual	<u>69,147.41</u>
Total Expense	<u>90,873.41</u>
Net Income	<u><u>752,257.06</u></u>

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10/20/15

**DDA-TIF2**  
**Reconciliation Summary**  
**Fifth Third Checking - 4378, Period Ending 09/30/2015**

	<u>Sep 30, 15</u>
Beginning Balance	1,925,020.30
Cleared Transactions	
Checks and Payments - 2 Items	-69,147.41
Deposits and Credits - 2 Items	84,001.99
Total Cleared Transactions	<u>14,854.58</u>
Cleared Balance	<u>1,939,874.88</u>
Register Balance as of 09/30/2015	1,939,874.88
New Transactions	
Checks and Payments - 1 Item	-21,726.00
Deposits and Credits - 1 Item	11,658.74
Total New Transactions	<u>-10,067.26</u>
Ending Balance	<u><u>1,929,807.62</u></u>

**DDA-TIF2**  
**Reconciliation Detail**  
**Fifth Third Checking - 4378, Period Ending 09/30/2015**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,925,020.30
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	09/15/2015	1020	City of Traverse City	X	-43,500.53	-43,500.53
Bill Pmt -Check	09/15/2015	1021	City of Traverse City	X	-25,646.88	-69,147.41
<b>Total Checks and Payments</b>					-69,147.41	-69,147.41
<b>Deposits and Credits - 2 items</b>						
Deposit	09/09/2015			X	83,840.72	83,840.72
Deposit	09/30/2015			X	161.27	84,001.99
<b>Total Deposits and Credits</b>					84,001.99	84,001.99
<b>Total Cleared Transactions</b>					14,854.58	14,854.58
<b>Cleared Balance</b>					14,854.58	1,939,874.88
<b>Register Balance as of 09/30/2015</b>					14,854.58	1,939,874.88
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	10/13/2015	1022	DDA		-21,726.00	-21,726.00
<b>Total Checks and Payments</b>					-21,726.00	-21,726.00
<b>Deposits and Credits - 1 item</b>						
Deposit	10/13/2015				11,658.74	11,658.74
<b>Total Deposits and Credits</b>					11,658.74	11,658.74
<b>Total New Transactions</b>					-10,067.26	-10,067.26
<b>Ending Balance</b>					4,787.32	1,929,807.62

**DDA-TIF2**  
**Balance Sheet**  
 As of October 31, 2015

	<u>Oct 31, 15</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Fifth Third Checking - 4378	1,929,971.86
Total Checking/Savings	1,929,971.86
Accounts Receivable	
*Accounts Receivable	1,912,097.00
Total Accounts Receivable	1,912,097.00
Total Current Assets	3,842,068.86
Other Assets	
Accounts Receivable	3,392,097.00
Due From Other Funds	82.74
Total Other Assets	3,392,179.74
<b>TOTAL ASSETS</b>	<b><u>7,234,248.60</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Income	3,392,097.00
Total Other Current Liabilities	3,392,097.00
Total Current Liabilities	3,392,097.00
Total Liabilities	3,392,097.00
Equity	
Retained Earnings	3,078,071.56
Net Income	764,080.04
Total Equity	3,842,151.60
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>7,234,248.60</u></b>

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11/18/15

**DDA-TIF2**  
**Profit & Loss**  
**October 2015**

	<u>Oct 15</u>
Income	
Interest	255.46
Property Taxes	<u>11,567.52</u>
Total Income	11,822.98
Expense	<u>0.00</u>
Net Income	<u><u>11,822.98</u></u>

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11/18/15

**DDA-TIF2**  
**Profit & Loss**  
July through October 2015

	<u>Jul - Oct 15</u>
<b>Income</b>	
Interest	843.72
Property Taxes	<u>854,109.73</u>
<b>Total Income</b>	<b>854,953.45</b>
<b>Expense</b>	
Adm/Eng Services	21,726.00
Professional/Contractual	<u>69,147.41</u>
<b>Total Expense</b>	<b>90,873.41</b>
<b>Net Income</b>	<b><u>764,080.04</u></b>



1:35 PM

11/17/15

**DDA-TIF2**  
**Reconciliation Summary**  
**Fifth Third Checking - 4378, Period Ending 10/31/2015**

	<u>Oct 31, 15</u>
Beginning Balance	1,939,874.88
Cleared Transactions	
Checks and Payments - 1 item	-21,726.00
Deposits and Credits - 2 items	11,822.98
Total Cleared Transactions	<u>-9,903.02</u>
Cleared Balance	<u>1,929,971.86</u>
Register Balance as of 10/31/2015	1,929,971.86
New Transactions	
Checks and Payments - 1 item	-98.85
Deposits and Credits - 2 items	7,808.95
Total New Transactions	<u>7,710.10</u>
Ending Balance	<u>1,937,681.96</u>

**DDA-TIF2**  
**Reconciliation Detail**  
**Fifth Third Checking - 4378, Period Ending 10/31/2015**

Type	Date	Num	Name	Cir	Amount	Balance
<b>Beginning Balance</b>						1,939,874.88
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	10/13/2015	1022	DDA	X	-21,726.00	-21,726.00
Total Checks and Payments					-21,726.00	-21,726.00
<b>Deposits and Credits - 2 items</b>						
Deposit	10/13/2015			X	11,658.74	11,658.74
Deposit	10/30/2015			X	164.24	11,822.98
Total Deposits and Credits					11,822.98	11,822.98
Total Cleared Transactions					-9,903.02	-9,903.02
Cleared Balance					-9,903.02	1,929,971.86
Register Balance as of 10/31/2015					-9,903.02	1,929,971.86
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	11/17/2015	1023	Ace Hardware		-98.85	-98.85
Total Checks and Payments					-98.85	-98.85
<b>Deposits and Credits - 2 items</b>						
Deposit	11/04/2015				5,623.16	5,623.16
Deposit	11/17/2015				2,185.79	7,808.95
Total Deposits and Credits					7,808.95	7,808.95
Total New Transactions					7,710.10	7,710.10
<b>Ending Balance</b>					<b>-2,192.92</b>	<b>1,937,681.96</b>

**DDA - TIF97**  
**Balance Sheet**  
 As of September 30, 2015

	<u>Sep 30, 15</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	2,945,624.82
Total Checking/Savings	2,945,624.82
Accounts Receivable	
Accounts Receivable	1,315,000.00
Total Accounts Receivable	1,315,000.00
Total Current Assets	4,260,624.82
<b>TOTAL ASSETS</b>	<b><u>4,260,624.82</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	40,608.59
Total Accounts Payable	40,608.59
Other Current Liabilities	
Deferred Revenue	1,570,000.00
Total Other Current Liabilities	1,570,000.00
Total Current Liabilities	1,610,608.59
Total Liabilities	1,610,608.59
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	1,837,423.69
Net Income	833,792.54
Total Equity	2,650,016.23
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,260,624.82</u></b>

9:02 AM

11/18/15

**DDA - TIF97**  
**Profit & Loss**  
**September 2015**

	<u>Sep 15</u>
<b>Income</b>	
Interest	439.77
Property Taxes	<u>123,149.70</u>
<b>Total Income</b>	<u>123,589.47</u>
<b>Expense</b>	
Professional/Contractual	<u>24,771.15</u>
<b>Total Expense</b>	<u>24,771.15</u>
<b>Net Income</b>	<u><u>98,818.32</u></u>

9:01 AM

11/18/15

**DDA - TIF97**  
**Profit & Loss**  
July through September 2015

	<u>Jul - Sep 15</u>
Income	
Interest	838.63
Property Taxes	<u>1,133,684.46</u>
Total Income	<u>1,134,523.09</u>
Expense	
Capital Outlay	3,100.00
Professional/Contractual	<u>297,630.55</u>
Total Expense	<u>300,730.55</u>
Net Income	<u><u>833,792.54</u></u>

**DDA - TIF97**  
**Reconciliation Summary**  
**Fifth Third Checking - 8026, Period Ending 09/30/2015**

	<b>Sep 30, 15</b>
<b>Beginning Balance</b>	<b>3,109,273.55</b>
<b>Cleared Transactions</b>	
Checks and Payments - 4 items	-284,240.20
Deposits and Credits - 1 item	248.26
<b>Total Cleared Transactions</b>	<b>-283,991.94</b>
<b>Cleared Balance</b>	<b>2,825,281.61</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 1 item	-2,998.00
Deposits and Credits - 1 item	123,341.21
<b>Total Uncleared Transactions</b>	<b>120,343.21</b>
<b>Register Balance as of 09/30/2015</b>	<b>2,945,624.82</b>
<b>New Transactions</b>	
Checks and Payments - 1 item	-21,726.00
Deposits and Credits - 1 item	60,773.99
<b>Total New Transactions</b>	<b>39,047.99</b>
<b>Ending Balance</b>	<b>2,984,672.81</b>

**DDA - TIF97**  
**Reconciliation Detail**  
**Fifth Third Checking - 8026, Period Ending 09/30/2015**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,109,273.55
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Bill Pmt -Check	03/15/2015	1082	IDF	X	-8,022.50	-8,022.50
Bill Pmt -Check	09/15/2015	1084	City Of Traverse City	X	-185,365.64	-193,388.14
Bill Pmt -Check	09/15/2015	1083	City Of Traverse City	X	-90,806.91	-284,195.05
Check	09/30/2015			X	-45.15	-284,240.20
<b>Total Checks and Payments</b>					-284,240.20	-284,240.20
<b>Deposits and Credits - 1 item</b>						
Deposit	09/30/2015			X	248.26	248.26
<b>Total Deposits and Credits</b>					248.26	248.26
<b>Total Cleared Transactions</b>					-283,991.94	-283,991.94
<b>Cleared Balance</b>					-283,991.94	2,825,281.61
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	09/22/2015	1085	Beckett & Raeder		-2,998.00	-2,998.00
<b>Total Checks and Payments</b>					-2,998.00	-2,998.00
<b>Deposits and Credits - 1 item</b>						
Deposit	09/09/2015				123,341.21	123,341.21
<b>Total Deposits and Credits</b>					123,341.21	123,341.21
<b>Total Uncleared Transactions</b>					120,343.21	120,343.21
<b>Register Balance as of 09/30/2015</b>					-163,648.73	2,945,624.82
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	10/13/2015	1086	Downtown Develop...		-21,726.00	-21,726.00
<b>Total Checks and Payments</b>					-21,726.00	-21,726.00
<b>Deposits and Credits - 1 item</b>						
Deposit	10/13/2015				60,773.99	60,773.99
<b>Total Deposits and Credits</b>					60,773.99	60,773.99
<b>Total New Transactions</b>					39,047.99	39,047.99
<b>Ending Balance</b>					-124,600.74	2,984,672.81

**DDA - TIF97**  
**Balance Sheet**  
 As of October 31, 2015

	<u>Oct 31, 15</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	2,984,914.37
Total Checking/Savings	2,984,914.37
Accounts Receivable	
Accounts Receivable	1,315,000.00
Total Accounts Receivable	1,315,000.00
Total Current Assets	4,299,914.37
<b>TOTAL ASSETS</b>	<u><b>4,299,914.37</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	19,632.59
Total Accounts Payable	19,632.59
Other Current Liabilities	
Deferred Revenue	1,570,000.00
Total Other Current Liabilities	1,570,000.00
Total Current Liabilities	1,589,632.59
Total Liabilities	1,589,632.59
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	1,837,423.69
Net Income	894,058.09
Total Equity	2,710,281.78
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>4,299,914.37</b></u>



9:02 AM

11/18/15

**DDA - TIF97**  
**Profit & Loss**  
**October 2015**

	<u>Oct 15</u>
<b>Income</b>	
Interest	843.20
Property Taxes	<u>60,172.35</u>
<b>Total Income</b>	<u>61,015.55</u>
<b>Expense</b>	
Professional/Contractual	<u>750.00</u>
<b>Total Expense</b>	<u>750.00</u>
<b>Net Income</b>	<u><u>60,265.55</u></u>

9:02 AM

11/18/15

**DDA - TIF97**  
**Profit & Loss**  
July through October 2015

	<u>Jul - Oct 15</u>
<b>Income</b>	
Interest	1,681.83
Property Taxes	<u>1,193,856.81</u>
<b>Total Income</b>	<u>1,195,538.64</u>
<b>Expense</b>	
Capital Outlay	3,100.00
Professional/Contractual	<u>298,380.55</u>
<b>Total Expense</b>	<u>301,480.55</u>
<b>Net Income</b>	<u><u>894,058.09</u></u>

1:40 PM

11/17/15

DDA - TIF97

**Reconciliation Summary**

Fifth Third Checking - 8026, Period Ending 10/31/2015

	Oct 31, 15
Beginning Balance	2,825,281.61
Cleared Transactions	
Checks and Payments - 1 item	-21,726.00
Deposits and Credits - 2 items	61,015.55
Total Cleared Transactions	39,289.55
Cleared Balance	2,864,571.16
Uncleared Transactions	
Checks and Payments - 1 item	-2,998.00
Deposits and Credits - 1 item	123,341.21
Total Uncleared Transactions	120,343.21
Register Balance as of 10/31/2015	2,984,914.37
New Transactions	
Checks and Payments - 8 items	-33,550.70
Deposits and Credits - 2 items	6,778.23
Total New Transactions	-26,772.47
Ending Balance	2,958,141.90

**DDA - TIF97**  
**Reconciliation Detail**  
**Fifth Third Checking - 8026, Period Ending 10/31/2015**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						2,825,281.61
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	10/13/2015	1086	Downtown Develop...	X	-21,726.00	-21,726.00
<b>Total Checks and Payments</b>					-21,726.00	-21,726.00
<b>Deposits and Credits - 2 items</b>						
Deposit	10/13/2015			X	60,773.99	60,773.99
Deposit	10/30/2015			X	241.56	61,015.55
<b>Total Deposits and Credits</b>					61,015.55	61,015.55
<b>Total Cleared Transactions</b>					39,289.55	39,289.55
<b>Cleared Balance</b>					39,289.55	2,864,571.16
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	09/22/2015	1085	Beckett & Raeder		-2,998.00	-2,998.00
<b>Total Checks and Payments</b>					-2,998.00	-2,998.00
<b>Deposits and Credits - 1 item</b>						
Deposit	09/09/2015				123,341.21	123,341.21
<b>Total Deposits and Credits</b>					123,341.21	123,341.21
<b>Total Uncleared Transactions</b>					120,343.21	120,343.21
<b>Register Balance as of 10/31/2015</b>					159,632.76	2,984,914.37
<b>New Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Bill Pmt -Check	11/17/2015	1094	Uptown Developme...		-13,717.21	-13,717.21
Bill Pmt -Check	11/17/2015	1090	Grand Traverse Co...		-12,782.59	-26,499.80
Bill Pmt -Check	11/17/2015	1092	Traverse Outdoor		-3,100.00	-29,599.80
Bill Pmt -Check	11/17/2015	1093	TW Management		-1,200.00	-30,799.80
Bill Pmt -Check	11/17/2015	1089	Espresso Bay		-900.00	-31,699.80
Bill Pmt -Check	11/17/2015	1088	Cherry Cone		-900.00	-32,599.80
Bill Pmt -Check	11/17/2015	1091	Great Lakes Bath &...		-750.00	-33,349.80
Bill Pmt -Check	11/17/2015	1087	Ace Hardware		-200.90	-33,550.70
<b>Total Checks and Payments</b>					-33,550.70	-33,550.70
<b>Deposits and Credits - 2 items</b>						
Deposit	11/04/2015				6,365.98	6,365.98
Deposit	11/17/2015				412.25	6,778.23
<b>Total Deposits and Credits</b>					6,778.23	6,778.23
<b>Total New Transactions</b>					-26,772.47	-26,772.47
<b>Ending Balance</b>					132,860.29	2,958,141.90

# Memorandum



TO: Rob Bacigalupi, DDA Executive Director  
FROM: Nick Viox, DDA Special Projects Coordinator  
DATE: November 16, 2015  
SUBJECT: Limited Exemption in Farmers Market Rules

At the beginning of the 2015 Farmers Market Season, the DDA Board approved the 2015 Farmers Market Rules that included a restriction on the geographical location of where participating vendors could reside. The purpose of this restriction was to address our growing waiting list that, for the past two years, has exceeded 30 vendors, most of which resided in Grand Traverse County.

With this ruling, 8 vendors that have recently been a part of our Farmers Market would be asked to leave come the 2016 season. By October, I had received feedback from 147 customers and vendors of the market asking to “grandfather” in these eight vendors that were going to be removed. Many of input argued that, although geographically they are not considered “local”, culturally we should consider them local and grandfather them in.

At the October Farmers Market Advisory Board meeting, I presented this feedback and we also received a room full of public comment. I have attached the minutes of October for you to review.

After receiving this extensive feedback, the Advisory Board decided to create a committee to formulate a Grandfather Clause that could go up for vote at the November meeting. This committee included Jan Chapman, Linda Grigg, Nancy Heller, Lori Buchan, Reid Johnston, Tom Brodhagen, Juliana Lisuk and myself. After creating our guidelines for this Grandfather Clause, we submitted it to the City Attorney where it was changed to be a more formal Limited Exemption (attached).

At the November meeting, it was unanimously voted upon that **“the Farmers Market Advisory Board recommend to the DDA Board an amendment to the Farmers Market Rules to include a Limited Exemption for the area restriction proposed by staff.”** After long discussions, incredible amounts of public feedback, and reflection on the mission of our market, the Advisory Board believes that this decision reflects the heart of the Market.



## Sara Hardy Farmers Market Advisory Committee Meeting

October 19th 2015 9:00 AM

### I. Roll Call

- A. Thomas Brodhagen, Nancy Heller, Sue Kurta, Tim Werner, Tricia Phelps, Jan Chapman, Lori Buchan, Linda Grigg, Brenin Wertz-Roth, Reid Johnston

### II. Approval of September's Minutes

- A. Tom Brodhagen made the motion to approve September's Minutes, Jan Chapman seconded the motion (10 ayes, 0 nays)

### III. Vendor Audit Updates (Lisuk)

- A. Three vendors were audited in September. Both farms were growing what they said they were growing and Press On Juice supplied documentation to support their purchases of local produce.

### IV. Monthly Financials

- A. Towing will be included in next month's financials. No questions were raised about the financials for September, but the board is still eager to discuss towing in November.

### V. 7 County Radius Feedback

- A. Nick Viox from the DDA provided overview to the public about the 7-county radius ruling. **Over 147 letters and emails were received stating there should be an amendment to the ruling.** Rob Bacigalupi confirmed that the farmers market's mission statement was written in 2007 with minor updates since that time.

### VI. Public Comment:

#### A. Customer/Resident

- 1. Voiced support for grandfathering in the well-established farmers from outside of the 7-county region. The only vendor known he knew by name was the Armstrongs, who he recalled have been coming to the market for 33 years. *"They are elderly, but still active and wish to continue with the market. They have wonderful produce, they are very friendly and deserving people. It would be a rather bad slap in the face to be prohibited to continue in their last few active years of farming."*

#### B. Fruit Grower and Customer

- 1. Voiced understanding for the ruling and at the same time respect for the longtime vendors, but voiced concern because outside vendors really do take money away from our local people. *"If you do choose to amend it and let the farmers in from outside of the 7-counties you may need to unleash the restrictions of 100% growing on local farmers. The people with the first fruit of the year get the biggest bang for their buck."* Also voiced concern about committed vendors and recognized that these longtime vendors are very committed and that should be rewarded.

#### C. Vendor

- 1. Voiced concern about the Farmers Market's waiting list for local farmers. *"If a young farmer is told there is a waiting list, they are not going to plant because they don't have a market for it."*

#### D. Customer for over 20 years

- 1. Voiced support for grandfathering in the farms outside the 7-counties. *"Traverse City is so fortunate to have such a nice market. I am for grandfathering in the farmers that are outside the 7-counties because they bring a variety of products that local farmers do not have."*

#### E. Former DTCA Board Member and Customer

- 1. Voiced absolute support grandfathering in the vendors. *"33 years is a long time. Commitment and dedication has to count for something. When Flossie first started there were 3 vendors. I think it is fair to grandfather these people in."*

#### F. Customer

- 1. Voiced support for grandfathering in the vendors. *"I'd like to speak specifically about Fran & Flossie. They have a combined experience of 53 years. I absolutely think these two have earned the right to stay at this farm market."*

#### G. Customer

## Sara Hardy Farmers Market Advisory Committee Meeting

October 19th 2015 9:00 AM

1. Voiced support for grandfathering in the farmers. *"I've read over the mission and I believe that the farmers market should grow bigger. I think Diversity and inclusion should be the order of the day"*

### H. Customer

1. Voiced support for grandfathering in the farmers. *"Relationship, Commitment, Consistency are important terms mentioned today. Customers have long standing relationships with these farmers. There are customers that wouldn't come to the farmers market any longer if these people were not here."*

### I. Farmer & Customer

1. Voiced support for grandfathering in the farmers and suggested the farmers market wouldn't be what it is today with out these farms from outside the 7-counties. *"Way back in the Record Eagle they begged people to come from Bay City to bring fresh produce."*

### J. Customer

1. Voiced support for grandfathering in the farmers that have been here. *"I've been here for 30 years and I regularly attend. There were so few vendors last Wednesday when the weather was terrible, but the mainstay people were there including Greenrock & Armstrong Farms."*

### K. Greenrock Farms

1. Voiced support for grandfathering in the vendors. *"We attract customers and they don't spend every dime at our stall. We buy lunch here, the books I buy are from Horizon Books, my boots are from here. We feel like were local. We have a simple lifestyle: we like to grow stuff, we like to be here, we just want to come until we can't farm any longer."*

### L. Daughter of Farmer

1. Voiced support for grandfathering in the vendors and concern for the lack of commitment from other vendors to be at market every day. *"They've worked really hard to support our family and be here every market day. They definitely deserve to be here."*

### M. Farmer

1. Voiced support for grandfathering in the vendors.

### N. Greenrock Farms

1. There is a waiting list at Farmers Markets anywhere you go. As a grower you will find a market for your product.

## VII. The Board was asked to record a vote of the public

- A. The public majority was in favor of grandfathering in the vendors (30 yays, 5 nays)

## VIII. Next Board Meeting will be held on Monday, November 16th

- A. A request was made from the public to provide a count of empty vendor spaces.
- B. Advisory Board Member Tim Werner requested that Nick from the DDA work up a few recommendations as to what exactly it might mean to grandfather in these farms.
  1. Is it generations of the farm? Is it with the individuals themselves? What if it isn't a blood relative? etc.

## IX. Adjournment

- A. Jan Chapman made the motion to adjourn, Reid Johnston seconded the motion.

## LIMITED EXEMPTION

The intent of the Sara Hardy Downtown Farmers Market Rules is that they be implemented and fully effective as soon as possible. However it is the desire of the Sara Hardy Downtown Farmers Market that eligible individuals outside of the historical seven county radius should be permitted to continue to participate in the Market as further described below.

In reference to Section III, 7 County Radius ruling of the Sara Hardy Downtown Farmers Market Rules stating:

**“All Vendors must be within the Historical 7 County Area (Grand Traverse, Antrim, Kalkaska, Wexford, Leelanau, Benzie, and Manistee Counties)”**,

the DDA has elected to grant a limited exemption to those individuals and farms listed in the chart attached, in conformance with the following criteria:

- ⌘ There is no term limit to this Limited Exemption
- ⌘ Vendors will be granted a limited exemption based upon which days were attended by that particular Vendor during the 2015 Market (Wednesdays, Saturdays, or both)
- ⌘ This Limited Exemption applies exclusively to the 7 County Radius Ruling. All Vendors granted this Limited Exemption are still subject to all other market rules.
- ⌘ This Limited Exemption does not allow the Vendor to expand their stall size from their 2015 Stall Size.
- ⌘ This Limited Exemption applies specifically to the Owners listed on the 2015 application AND the Farm Address and current acreage of that address listed on the 2015 application.
- ⌘ If an eligible Vendor fails to participate in a season of the Market, the Limited Exemption status of that Vendor shall terminate. .
- ⌘ The Owner or Representative on the 2015 application must have a consistent presence at the Market. A determination that a Vendor has not maintained a consistent presence in the Market shall be at the discretion of the Farmers Market Manager and shall be grounds for termination of the application of the Limited Exemption.
- ⌘ The Vendors included in the following chart are hereby granted a Limited Exemption as described above, based upon the criteria that they were current and active participants in the Market at the time the Section III, 7 County Radius ruling of the Sara Hardy Downtown Farmers Market Rules occurred.



	Owner Name	Farm Address	Farm Representative	Stall Size	2015 Days of Attendance
<b>Armstrong Farms</b>	George & Flossie Armstrong	3631 E. Worth Rd. Pinconning, MI	-	Platinum	Wednesdays & Saturdays
<b>BMG Farms</b>	Bruce & Maria Grgurich	6137 113th Ave. & 231 Union St. Lake City, MI	-	Silver	Wednesdays & Saturdays
<b>Forever Summer Natural Soaps</b>	Mary Ellen Quaine	2698 Newaten Ave. Grayling, MI 49738	Erin Quaine	Silver	Saturdays
<b>Green Rock Farms</b>	Alan & Fran Jones	20970 24th Ave. Conklin, MI	-	Gold	Wednesdays & Saturdays
<b>Little Red Organics</b>	Kate Lietz & John Ferree	1043 E. Freesoil Rd. Freesoil, MI	-	Silver	Wednesdays
<b>Middle Branch Farm</b>	Jason Hochstetler	20900 60 Ave. Marion, MI	-	Platinum	Saturdays
<b>Tim Murray</b>	Tim Murray	2742 W. Houghton Lk. Rd. Lake City, MI	-	Silver	Saturdays
<b>Westmaas Farm</b>	Larry Westmaas	10889 Spoelma Rd. Marion, MI	-	Platinum	Wednesdays & Saturdays

Dear City and Staff,

Thank you for the approval of Parking lots B & T for our 7th Annual Traverse City Winter Microbrew & Music Festival to be held on February 13th, 2016. Our annual weekend, after the Super Bowl, is typically one of the worst economic weekends for businesses in the country. Porterhouse Presents is excited to again build an event that will also anchor a weekend of traffic for downtown -driving thousands into the heart of our city, highlighting local and regional breweries and restaurants and the culture of craft beer, music and food. 100% of all alcohol proceeds directly support our nonprofits. Last year we brought over 3,500 to Traverse City. Restaurants and brew pubs are full to the brims and people come to celebrate Northern Michigan with this event that has boosted the local economy on what would otherwise be one of the slowest weekends of the winter for many businesses.

Here are the details:

- Setup at 5pm on Friday, February 12, 2016, after business hours
- Teardown at 10pm on Saturday, February 13, 2016 into Sunday early morning in order to be completely off the lots by Sunday February 14, 2016 at 5pm.
- Saturday events run from 3pm-10pm.
- We will work closely with City Police, Fire and City Management to build a safe and organized event.
- Hay will not be used at this event and black zip ties will be used for easy-to-see clean up. (still looking for eco zips!)
- On Sunday, we will return the lot back to the way it was before the event, including parking bollards and snow usage. We understand the overtime charges that will be issued if the lot is not returned to its original state.

Next year's Festival on February 13, 2016, will draw potentially 3,500+ to downtown. Our team will work hard on satisfying all of the concerns brought up so that we continue our efforts to support zero waste initiatives. Thank you for your support and we are looking forward to another successful community event for Traverse City.

Cheers!  
Sam Porter

PROJECT: CITY WALK GARLAND ST.  
OWNER: GTHP/CITY OF TRAVERSE CITY  
CONTRACTORS NAME: J.S. CAPITOL CONSTRUCTION, INC.  
PERIOD FROM:  
REQUEST NO:

SWORN STATEMENT FOR  
CONTRACTOR OR SUBCONTRACTOR

STATE OF MICHIGAN )  
 ) ss  
COUNTY OF OAKLAND )

WARNING TO OWNER: AN OWNER OR LESSEE OF THIS  
MAY NOT RELY ON THIS SWORN STATEMENT TO AV  
SUBCONTRACT OR SUPPLIER, OR LABORER WHO HA  
FURNISHING PURSUANT TO SECTION 109 OF THE CO  
THE DESIGNEE OR LESSEE IF THE DESIGNEE IS NOT

That J.S. Capitol Construction Inc, being duly sworn, deposes and says: Is the contractor for an improvement to the following described real property situated in:

That the following is a statement of each subcontractor and supplier and laborer, for which laborer the payment of wages or fringe benefits and withholding is due but unpaid, with whom the contractor has subcontracted for performance under the contract with the owner or lessee thereof, and that the amounts due to the persons as of the date hereof are correctly and fully set forth opposite their names as follows:

	Name of subcontractor, supplier or laborer	Type of improvement furnished	Budget \$	Change orders (+) or (-)	Adjusted Contract Amount	Amount Of Previous Payment(s)	Amount Of This Payment	Total Amount Paid to Date	Balance to Become Due
1	MOLON	EXCAVATING	\$20,903.32	\$ 4,814.80	\$25,718.12	\$ -	\$ 25,718.12	\$ 25,718.12	\$ -
2	HALLMARK	CONCRETE SIDEWALK/CURB	\$51,200.00	\$ 12,540.00	\$63,740.00	\$ -	\$ 63,740.00	\$ 63,740.00	\$ -
3	GRAND TRAVERSE MASONRY, LLC	BRICK PAVERS	\$13,420.00	\$ -	\$13,420.00	\$ -	\$ 13,420.00	\$ 13,420.00	\$ -
4	MICHIGAN PIPE VALVE	TREE GRATES	\$3,339.00	\$ -	\$3,339.00	\$ -	\$ 3,339.00	\$ 3,339.00	\$ -
5	PRECISION CONCRETE CUTTING	CORE DRILLING	\$2,600.00	\$ -	\$2,600.00	\$ -	\$ 2,600.00	\$ 2,600.00	\$ -
6	GIVE 'EM A BRAKE SAFETY	BARRICADES	\$2,962.34	\$ -	\$2,962.34	\$ -	\$ 2,962.34	\$ 2,962.34	\$ -
7	THE SCHIFFER GROUP	ENGINEERING	\$6,715.00	\$ -	\$6,715.00	\$ -	\$ 6,715.00	\$ 6,715.00	\$ -
8	J.S. CAPITOL CONSTRUCTION	GENERAL CONDITIONS	\$13,943.70	\$ -	\$13,943.70	\$ -	\$ 13,943.70	\$ 13,943.70	\$ -
9	J.S. CAPITOL CONSTRUCTION	OH&P	\$11,826.70	\$ -	\$11,826.70	\$ -	\$ 11,826.70	\$ 11,826.70	\$ -
10			\$0.00	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -
11			\$0.00	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -
12			\$0.00	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -
13			\$0.00	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -
	TOTALS		\$126,910.06	\$ 17,354.80	\$144,264.86	\$ -	\$ 144,264.86	\$ 144,264.86	\$ -

That the contractor has not procured material from, or subcontracted with, any person other than those set forth above and owes no money for the improvement other than the sums set forth above.

Deponent further says that he or she makes the foregoing statement as the contractor for the purpose of representing to the owner or lessee of the above described premises and his or her agents that the above described property is free from claims of construction liens, or the possibility of construction liens, except as specifically set forth above and except for claims of construction liens by laborers which may be provided pursuant to section 109 of the Construction Lien Act, Act No 497 of the public Acts of 1980, as amended, being Section 570.1109 of the Michigan Compiled Laws.

WARNING TO DEPONENT: A PERSON WHO WITH INTENT TO DEFRAUD GIVES A FALSE SWORN STATEMENT IS SUBJECT TO CRIMINAL PENALTIES AS PROVIDED IN SECTION 110 OF THE CONSTRUCTION LIEN ACT, ACT NO 497 OF THE PUBLIC ACTS OF 1980, AS AMENDED BEING SECTION 570.1110 OF THE MICHIGAN COMPILED LAWS.

Date: 11/17/15

Deponent:



By:



11/17/15

Date:

Subscribed and sworn to me this

Notary Public:

My Commission Expires:

Hotel Indigo Streetscapes

Vendor	Service Provided	11/17/2015 Request	Approved Amounts	GVP/Hall (total cost)	GVP/Hall (50% reimbursement)	Garland (100% reimbursement)	Total Reimbursement
Molon	Excavating	\$25,718.12	\$25,718.12	\$15,688.05	\$7,844.03	\$10,030.07	\$17,874.09
Hallmark	Concrete Sidewalk/Curb	\$63,740.00	\$63,740.00	\$43,772.00	\$21,886.00	\$19,968.00	\$41,854.00
Grand Traverse Masonry	Brick Pavers	\$13,420.00	\$13,420.00	\$13,420.00	\$6,710.00	\$0.00	\$6,710.00
Michigan Pipe Valve	Tree Grates	\$3,339.00	\$3,339.00	\$3,339.00	\$1,669.50	\$0.00	\$1,669.50
Precision Concrete Cutting	Core Drilling	\$2,600.00	\$2,600.00	\$1,586.00	\$793.00	\$1,014.00	\$1,807.00
Give 'Em A Brake	Barricades	\$2,962.34	\$2,962.34	\$1,807.03	\$903.51	\$1,155.31	\$2,058.83
The Schiffer Group	Engineering	\$6,715.00	\$6,715.00	\$4,776.70	\$2,388.35	\$1,938.30	\$4,326.65
J.S Capitol Construction	General Conditions	\$13,943.70	\$13,943.70	\$8,505.66	\$4,252.83	\$5,438.04	\$9,690.87
J.S Capitol Construction	OH&P	\$11,826.70	\$11,826.70	\$7,214.29	\$3,607.14	\$4,612.41	\$8,219.56
		<b>\$144,264.86</b>	<b>\$144,264.86</b>	<b>\$100,108.72</b>	<b>\$50,054.36</b>	<b>\$44,156.14</b>	<b>\$94,210.50</b>

<b>TRAVERSE CITY DDA SIX YEAR CAPITAL IMPROVEMENT PLAN Budget Year 2015-2016 by Fund</b>											
	Project Type	Carry Forward 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Funding Sum	Other Funds	Project Cost
<b>TAX INCREMENT FINANCING FUND</b>											
<b>TIF 2</b>											
Cass & Lake: Streetscape Improvements	Capital	\$0	\$272,750	\$0	\$0	\$0	\$0	\$0	\$272,750	\$622,750	\$895,500
Eighth Street Bridge Repair	Maintenance	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$750,000	\$900,000
South Cass Street Bridge Repair (+TIF97)	Maintenance	\$0	\$66,000	\$0	\$0	\$0	\$0	\$0	\$66,000	\$66,000	\$132,000
Carnegie Building Improvements (+General Fund)	Maintenance	\$0	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000	\$0	\$170,000
<b>Total TIF 2</b>		<b>\$150,000</b>	<b>\$508,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$658,750</b>	<b>\$1,438,750</b>	<b>\$2,097,500</b>
<b>TIF 97</b>											
200 Block Alley Enhanced Improvements	Visionary	\$0	\$0	\$817,000	\$0	\$0	\$0	\$0	\$817,000	\$0	\$817,000
Civic Square	Visionary	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000	\$5,000,000	\$6,000,000
East Front Street, 300 Block Mid-Block Crosswalk	Capital	\$0	\$55,000	\$0	\$0	\$0	\$0	\$0	\$55,000	\$0	\$55,000
East Front Streetscapes (Boardman to Grandview Parkway)	Capital	\$0	\$0	\$0	\$257,500	\$0	\$0	\$0	\$257,500	\$657,500	\$915,000
Farmers Market	Capital	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$400,000
Garland Street Reconstruction/streetscapes	Capital	\$1,315,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,315,000	\$400,000	\$1,715,000
Grandview Parkway Pedestrian Crossing	Visionary	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000	\$0	\$500,000
Lower Boardman River Enhancements	Visionary	\$0	\$0	\$700,000	\$0	\$0	\$0	\$0	\$700,000	\$0	\$700,000
North Cass Street Bridge Repair	Maintenance	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000	\$935,000	\$1,035,000
Park Street Bridge Repair	Maintenance	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000	\$750,000	\$900,000
Pine Street Pedestrian Way	Capital	\$1,360,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,360,000	\$0	\$1,360,000
Public Restrooms at Lot O	Visionary	\$0	\$0	\$316,000	\$0	\$0	\$0	\$0	\$316,000	\$0	\$316,000
South Cass Street Bridge Repair(+TIF2)	Maintenance	\$0	\$0	\$0	\$66,000	\$0	\$0	\$0	\$66,000	\$786,000	\$852,000
South Union Street Bridge Repair (+TIF2 only if extended)	Maintenance	\$0	\$0	\$0	\$0	\$102,500	\$0	\$0	\$102,500	\$0	\$102,500
Uptown/West Front Riverwalk for Union Street Dam to West Front Bridge	Capital	\$0	\$0	\$710,000	\$490,000	\$0	\$0	\$0	\$1,200,000		\$1,200,000
West Front Street Bridge Replacement	Maintenance	\$220,000	\$0	\$0	\$0	\$0	\$0	\$0	\$220,000	\$1,100,000	\$1,320,000
West Front Street Redevelopment (BOND)	Capital	\$0	\$800,000	\$750,000	\$700,000	\$700,000	\$700,000	\$700,000	\$4,350,000	\$2,250,000	\$6,600,000
<b>Total TIF 97 CIP</b>		<b>\$2,895,000</b>	<b>\$1,255,000</b>	<b>\$3,293,000</b>	<b>\$3,163,500</b>	<b>\$802,500</b>	<b>\$800,000</b>	<b>\$700,000</b>	<b>\$12,909,000</b>	<b>\$11,878,500</b>	<b>\$24,787,500</b>
<b>Total TIF 97 excluding visionary</b>											
<b>TOTAL TAX INCREMENT FINANCING FUND CIP</b>		<b>\$3,045,000</b>	<b>\$1,763,750</b>	<b>\$3,293,000</b>	<b>\$3,163,500</b>	<b>\$802,500</b>	<b>\$800,000</b>	<b>\$700,000</b>	<b>\$13,567,750</b>	<b>\$13,317,250</b>	<b>\$26,885,000</b>
<b>HARDY DECK FUND BALANCE</b>											
<b>Hardy Deck Balance</b>											
Park Street Streetscapes	Capital	\$515,000	\$0	\$0	\$0	\$0	\$0		\$515,000	\$0	\$515,000
Park Street Entrance	Capital	\$300,500	\$0	\$0	\$0	\$0	\$0		\$300,500	\$0	\$300,500
<b>Auto Parking System Total</b>		<b>\$815,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$815,500</b>	<b>\$0</b>	<b>\$815,500</b>
<b>TOTAL TIF and HARDY DECK FUND BALANCE</b>		<b>\$3,860,500</b>	<b>\$1,763,750</b>	<b>\$3,293,000</b>	<b>\$3,163,500</b>	<b>\$802,500</b>	<b>\$800,000</b>	<b>\$700,000</b>	<b>\$14,383,250</b>	<b>\$13,317,250</b>	<b>\$27,700,500</b>

The TIF 2 Plan also allows:

- Public Restrooms
- Public Art
- Park Improvements

The TIF 97 Plan also allows:

- Convention Center Parking Deck
- Bayfront Plan Improvements within TIF 97 District
- Park Improvements
- Hannah Park Pedestrian Bridge
- 100 East State Parking Structure
- Boardman Street Pedestrian Bridge
- Streetscape Improvements
- Boardman River Riverwalk and Mooring
- Street, Alley and Sidewalk Improvements

We can spend these funds on:

- Park Street Entrance/ Restrooms
- Parking in TIF 97
- Streetscapes in TIF 97

## 2011 Prioritization Tally

	1	2	3	4	5	6	7	8	9	10	11	12
<b>A. Street Improvements</b>	8	6	3	5	0	5	9	3	1	3	5	9
<b>B. Downtown Public Restrooms</b>	8	4	7	8	8	1	8	1	5	6	0	7
<b>C. Parks</b>	1	4	1	6	5	8	2	6	2	0	7	0
<b>D. Farmers Market</b>	0	1	2	5	4	3	0	7	3	3	6	1
<b>E. Bayfront Revitalization</b>	8	7	9	9	6	9	3	5	5	3	9	2
<b>F. River/Alley Improvements</b>	2	2	4	3	2	2	6	4	7	5	4	8
<b>G. Warehouse District Revitalization</b>	7	9	8	2	9	5	5	9	8	9	8	6
<b>H. West Front Street Revitalization</b>	3	7	6	1	7	7	7	8	9	8	3	5
<b>I. WIFI</b>	6	4	5	6	3	5	4	2	5	7	1	4
<b>J. Public Art</b>	2	1	0	0	1	0	1	0	0	1	2	3
	45	45	45	45	45	45	45	45	45	45	45	45

## Average and Range

	AVERAGE	AVERAGE RANK	LOW	HIGH
<b>G. Warehouse District Revitalization</b>	7.1	1	2	9
<b>E. Bayfront Revitalization</b>	6.3	2	2	9
<b>H. West Front Street Revitalization</b>	5.9	3	1	9
<b>B. Downtown Public Restrooms</b>	5.3	4	0	8
<b>A. Street Improvements</b>	4.8	5	0	9
<b>I. WIFI</b>	4.3	6	1	7
<b>F. River/Alley Improvements</b>	4.1	7	2	8
<b>C. Parks</b>	3.5	8	0	8
<b>D. Farmers Market</b>	2.9	9	0	7
<b>J. Public Art</b>	0.9	10	0	3

## ***DDA Major Project Prioritization 2015***

### **Major Project Descriptions - Status November 2015**

A	<b>Street Improvements</b>	
	1. 300 Block Crosswalk	\$55,000
	2. Wayfinding poles	\$60,000
	3. Sidewalks and streetscapes (not in other projects)	\$800,000
	4. Snowmelt	approx. \$55/lineal foot
	5. Park Street street and streetscapes	\$515,000
B	<b>Downtown Public Restrooms</b>	
	1. Signage, support	\$70,000
	2. Build	\$400,000
C	<b>Parks</b>	
	1. Civic Square	\$5,000,000
	2. Improvements in existing parks	unknown
D	<b>Farmers Market</b>	
	1. Main phase improvements	\$800,000
	2. Phase 2 improvements	\$200,000
E	<b>Downtown River &amp; Alley Improvements</b>	
	1. 200 block improvements	\$804,000
	2. Lower Boardman improvements	\$700,000
	3. Other alley improvements	unknown
F	<b>Warehouse District Revitalization</b>	
	1. Pedestrian tunnel	\$870,000
	2. Streetscapes	<b>partially complete</b>
	3. Street routing / improvements	\$1,000,000
G	<b>West Front Street Revitalization</b>	
	1. Parking deck	\$9,500,000
	2. Architecture/Engineering	\$400,000
	3. Street/Streetscapes	\$400,000
	4. Contingency	\$400,000

## Section Two – Prioritization of Major Projects

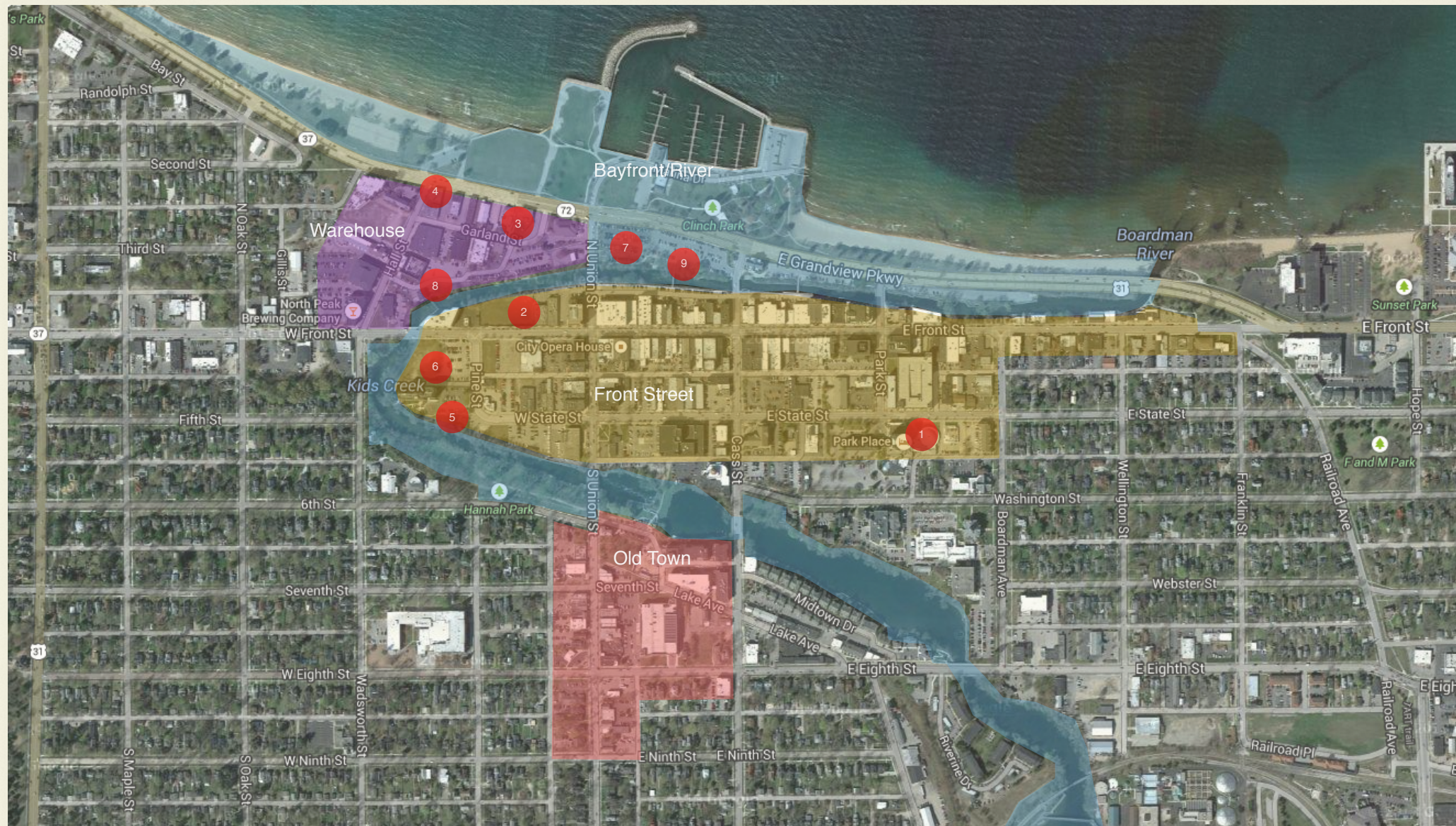
*Instructions: Based on the criteria listed below, compare two major projects at a time. A versus B, A versus C, etc. by placing the letter (A, B, C, etc.) of the higher prioritized project in the comparison cell. Continue until every project has been compared with every other project.*

Major Project	B	C	D	E	F	G	Total
A. Street Improvements							
B. Downtown Public Restrooms							
C. Parks							
D. Farmers Market							
E. River/Alley Improvements							
F. Warehouse Dist Revitalization							
G. West Front St Revitalization							

## Section Three – Criteria

1. **Quality of life:** community impact, diversity of uses and population served, walkability & bikeability, vitality, recreational impact, greatest number of constituents benefiting.
2. **Economic Impact:** catalysts for investment, funding availability, public private partnerships, collaboration.
3. **Sustainability:** unmet needs, long term sustainability of downtown, ability to leverage other resources, funding, energy.





1. Park Place
2. 124 West Front
3. Grandview Place
4. Hotel Indigo
5. Uptown Riverwalk Connection

6. 305 West Front
7. Lots B & T
8. Garland Street/Pine Street Pedway
9. Farmers Market





## SANTA'S ARRIVAL

tree lighting ceremony

12·4·15

### Entertainment & Activities

Holiday Music: 5:30 pm

Community Caroling: 5:45 pm

Santa Arrives & Community Tree Lighting: 6 pm

Santa Visits in his House: 6:15 to 9 pm

Live Musical Entertainment with The Accidentals: 6:15 to 9 pm

Live Reindeer: 6 to 8 pm

Horse & Carriage Rides: 6:15 to 9:15 pm

FREE Holiday Cartoons at the State Theatre: 6:45 pm

Holiday Open House with Sales & Specials at Downtown Stores

**Downtown Gift Certificates Make the Perfect Gift!**

**SHOP LOCAL SHOP DOWNTOWN**

downtown traverse city | [downtowntc.com](http://downtowntc.com) | 231.922.2050

62

**From:** Scott Menhart [SMenhart@tclp.org](mailto:SMenhart@tclp.org)  
**Subject:** Wi-Fi System Update  
**Date:** November 17, 2015 at 1:34 PM  
**To:** Rob Bacigalupi [rob@downtowntc.com](mailto:rob@downtowntc.com)  
**Cc:** Tim Arends [TArends@tclp.org](mailto:TArends@tclp.org)

---

SM

Rob –

After the summer use, we analyzed the data and usage trends of the Wi-Fi system and found some areas that either need some additional attention or new hardware to cover the traffic load. I am happy to report that I have been working closely with Aspen over the last few mornings to do some of this maintenance and upgrades to the system. Although we are still in the midst of performing some of these updates, the majority of the work should be completed in the next few weeks. Hopefully the construction will be completed near the new pedestrian bridge so we can get that node operational in the Warehouse District (behind Inside Out Gallery) as well.


Let me know if you have any questions.

Scott

Scott P. Menhart  
Technical Director  
Traverse City Light & Power  
Phone: 231.932.4575  
Email: [Scott.Menhart@tclp.org](mailto:Scott.Menhart@tclp.org)

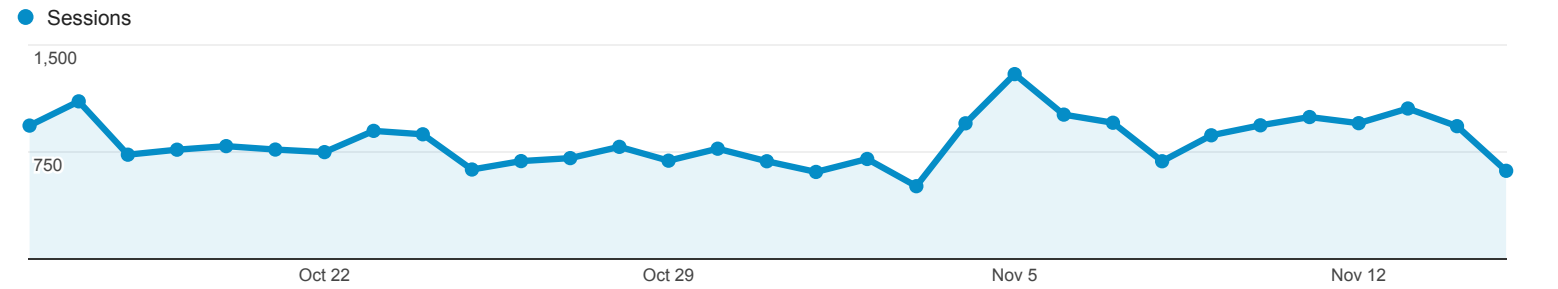
Language

Oct 16, 2015 - Nov 15, 2015

 All Sessions  
100.00%

Explorer

Summary



Language	Acquisition			Behavior			Conversions	Goal 1: Click through to Content		
	Sessions	% New Sessions	New Users	Bounce Rate	Pages / Session	Avg. Session Duration	Click through to Content (Goal 1 Conversion Rate)	Click through to Content (Goal 1 Completions)	Click through to Content (Goal 1 Value)	
	25,582 % of Total: 100.00% (25,582)	55.30% Avg for View: 55.30% (0.01%)	14,147 % of Total: 100.01% (14,146)	36.67% Avg for View: 36.67% (0.00%)	2.39 Avg for View: 2.39 (0.00%)	00:01:17 Avg for View: 00:01:17 (0.00%)	53.40% Avg for View: 53.40% (0.00%)	13,660 % of Total: 100.00% (13,660)	\$0.00 % of Total: 0.00% (\$0.00)	
1. en-us	25,048 (97.91%)	55.19%	13,823 (97.71%)	36.75%	2.39	00:01:17	53.31%	13,354 (97.76%)	\$0.00 (0.00%)	
2. en-gb	128 (0.50%)	51.56%	66 (0.47%)	31.25%	2.31	00:00:26	59.38%	76 (0.56%)	\$0.00 (0.00%)	
3. en	102 (0.40%)	18.63%	19 (0.13%)	45.10%	2.23	00:03:40	25.49%	26 (0.19%)	\$0.00 (0.00%)	
4. en-ca	71 (0.28%)	85.92%	61 (0.43%)	26.76%	2.32	00:00:19	59.15%	42 (0.31%)	\$0.00 (0.00%)	
5. zh-cn	36 (0.14%)	94.44%	34 (0.24%)	13.89%	2.83	00:00:26	86.11%	31 (0.23%)	\$0.00 (0.00%)	
6. de-de	21 (0.08%)	95.24%	20 (0.14%)	14.29%	2.62	00:00:11	76.19%	16 (0.12%)	\$0.00 (0.00%)	
7. es-es	21 (0.08%)	76.19%	16 (0.11%)	23.81%	2.38	00:00:47	52.38%	11 (0.08%)	\$0.00 (0.00%)	
8. c	20 (0.08%)	100.00%	20 (0.14%)	100.00%	1.00	00:00:00	100.00%	20 (0.15%)	\$0.00 (0.00%)	
9. es-419	18 (0.07%)	27.78%	5 (0.04%)	33.33%	2.11	00:02:22	44.44%	8 (0.06%)	\$0.00 (0.00%)	
10. fr-fr	18 (0.07%)	88.89%	16 (0.11%)	16.67%	2.67	00:00:58	72.22%	13 (0.10%)	\$0.00 (0.00%)	

Rows 1 - 10 of 34



# Memorandum

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To: Rob Bacigalupi, DDA Executive Director  
From: Nicole VanNess, Parking Administrator  
Date: November 12, 2015  
Re: Parking Services Updates – November 2015

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## ***Parking Office Reconstruction - Update***

City Engineering is assisting with preparation of a bid package. We are aiming to have the RFP posted by the first of the year with a tentative bid opening in early February.

## ***Hardy Garage Battery Backup System - New Business***

City Engineering has issued a service order to Nealis Engineering to begin the review, and preparation of a bid package for a generator to replace the existing battery backup system at Hardy Garage. The system is currently operating on one battery backup unit. This is a 2015-2016 budgeted item.

The battery backup system at Old Town has started to fail. We are in the process of evaluating the replacement costs of batteries and the possibility of switching to a generator pending the outcome of the Hardy replacement. This will more than likely be a 2016-2017 budgeted item.

## ***Garage Elevator Maintenance Agreement RFP – New Business***

Our three year maintenance and service agreement for the elevators at Hardy and Old Town Garages expires in February 2016. We are reviewing the previous bid package and plan to have the RFP posted in early December with a recommendation to the board in early January.

## ***eBusiness Site – Update***

The staff is diligently working on testing and data cleanup. We have a tentative soft-live launch date scheduled on December 4<sup>th</sup>. Our goal is to be fully functional for 2016 permit sales by mid-December.

Kos B.

# Memorandum

The City of Traverse City  
Department of Public Services



TO: Martin Colburn, City Manager

FROM: Dave Green, DPS Director *[Signature]*

DATE: November 6, 2015

SUBJECT: Snow Removal Priorities/Procedures

The following is a general description of our current snow removal operation and how we intend to deal with the upcoming winter season.

The Traverse City Street Department consists of a total of 13 Equipment Operators. During the winter months the 13 employees are divided into 3 shifts as follows. The daytime shift operates 8 neighborhood plow routes (including all alleys), and one highway plow route. In addition, we schedule two plow drivers to work afternoons from 4 pm to midnight, and two plow drivers to work from midnight to 8 am.

Our normal winter work week begins at midnight Sunday/Monday morning and ends at midnight Friday. During winter months we schedule at least one employee to be working at all times. In addition, during winter the months, we schedule one employee to work 4:00 a.m. to 8:00 a.m. on Saturday and Sunday. They assess road conditions, plow and sand, and make a judgment call regarding whether they should be replaced subsequently with another plow driver at the end of their shift, based on current snow conditions, and report to Management. The Street Supervisor is responsible for maintaining an awareness of road conditions during the week-end hours when no plow drivers are assigned to work.

We have an established "Primary/Emergency Route", defined in part by the City Emergency Route, in part by our MDOT trunkline system within City limits, and also incorporating our hill areas which border the City on the north, west, and south City limits. The hill areas are included in this route because they tend to ice up, and present a greater challenge for motorists. The Primary/Emergency Route includes arterial streets within every neighborhood in town. This route is rated First Priority, and is maintained not only during business hours weekdays, but also evenings and week-ends.

The remaining streets and alleys are plowed by the day shift during the work week. If there is a snow event of three or more inches, the midnight crew will call in the day crew to begin at 5:00 a.m. instead of the usual 8:00 a.m. to begin plowing all the City streets and alleys. All streets and alleys will be plowed by the end of the day before the day crew goes home.

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## Memorandum

The City of Traverse City  
Department of Public Services



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Snow removal in the downtown area is handled differently from the residential areas of town. The two midnight employees are responsible for downtown snow removal in addition to maintaining the Primary/Emergency Route. While snow is plowed off to the side on most streets in town, snow is physically removed downtown, in order to maintain two parking lanes adjacent to the two traffic lanes without leaving a giant snowbank for shoppers to climb over to reach the sidewalks. This snow is pushed with loaders and pushers into nearby municipal parking lots, and hauled away by Street crews a few days later. During snowfalls of one to two inches or more, a contractor coordinates with the midnight Street crew and clears the downtown sidewalks of snow and the Street crew pushes the snow into nearby parking lots. During significant snowfalls, the Street Superintendent may determine that a contractor is needed to help the midnight Street crew remove snow in the immediate downtown area. When this occurs the contractor is requested to provide lead trucks to haul snow and the midnight crew operates a loader/blower to load the trucks with snow. A snow removal contract is bid out each fall. Contractors are directed to haul snow to nearby storage locations at 517 Wellington or our site off the Airport Access road as a cost saving measurement. City Street crews haul the snow from parking lots to Keystone when these two sites start to fill up, as snow storage space is very limited in the downtown vicinity.

Because of the workload and number of employees detailed above, sidewalks, trails and the general "polishing" of the overall transportation network as it relates to snow removal became lower priority tasks. They were only worked on once the street and alley network was in good shape. It should be noted before the reduction of the Street Division staff beginning with the 2008/2009 fiscal year, when the number of Equipment Operators dropped from 18 to 13, the entire network was vigorously attended to as soon as the snow landed and concerns over the snow removal operation were minor in nature.

Recently, there has been an increased interest in raising the snow removal level of service over the entire transportation network. Sidewalks and Bike Paths have become important transportation options through and around the City and need a consistent, dependable snow removal program like our streets and alleys. Building this operation has been a dynamic, hit and miss process that is still evolving and will continue to until we get to an agreed upon level of service while still being fiscally responsible. We have been trying various measures including "Tart Trail Volunteers" to assist us in the effort but the volunteer pool dried up and using Streets Department staff after they cleared the roads and alleys proved to be untimely. Two years ago, a policy was enacted that directed one Parks and Recreation employee and one Water and Sewer Division employee to operate sidewalk snow blower machines simultaneous with the street and alley snow removal operations.

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# Memorandum

The City of Traverse City  
Department of Public Services



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While adjustments to the operation provided improvements, they were not "game changers" and so last year the City Commission authorized \$75,000.00 to be used for enhanced snow removal on sidewalks and bike paths only.

We utilized the increase in the budget by adding three seasonal employees and teamed them with the two existing City employees currently involved in sidewalk snow blowing to create a complete "unit" that can cover all of the approximate 79 miles of sidewalk and 8 miles of trails within a 24 hour period after a snow event. By dividing the system into 5 routes versus three, each consisting of approximately 17 miles, there will be enough time in a work day to allow full coverage of each route. Also, once the routes are cleared, each member will have the ability then to "polish" their routes by clearing intersections and trouble spots before the next snowfall.

Also, the following increased effort and additional tasks have been added to heighten the snow removal awareness in areas of pedestrian concentration:

- On days when a full five man callout isn't required on the sidewalks and trails, three employees will travel the routes and clean up corners, handicapped ramps, BATA bus shelter access and complete other overall tasks aimed at increasing access and safety.
- We will provide salt/sand barrels for the use of property owners adjacent to downtown crosswalks and other potential problem areas including Hill Street over by Willow Hill School.
- We have reduced the snowfall threshold of the downtown callout from three inches to one/two inches to increase our efforts and reduce the buildup of snow on the sidewalks between bigger snowfall events.
- The DDA will send out emails in November 2015 to all merchants and businesses that included a letter from our Code Enforcement Officer Mike Trombley, as well as a copy of our Ordinance and a reminder of the supplemental program that the TCPS does reminding them about snow removal responsibilities.
- In December, January and February the DDA will include a reminder about snow removal on downtown sidewalks in their newsletter that goes out to all merchants and businesses.
- If required because of freeze/thaw cycles, we will dispatch employees and equipment to sidewalks that front City owned property to spread sand/salt material to reduce the potential for slip and fall accidents.



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# Memorandum

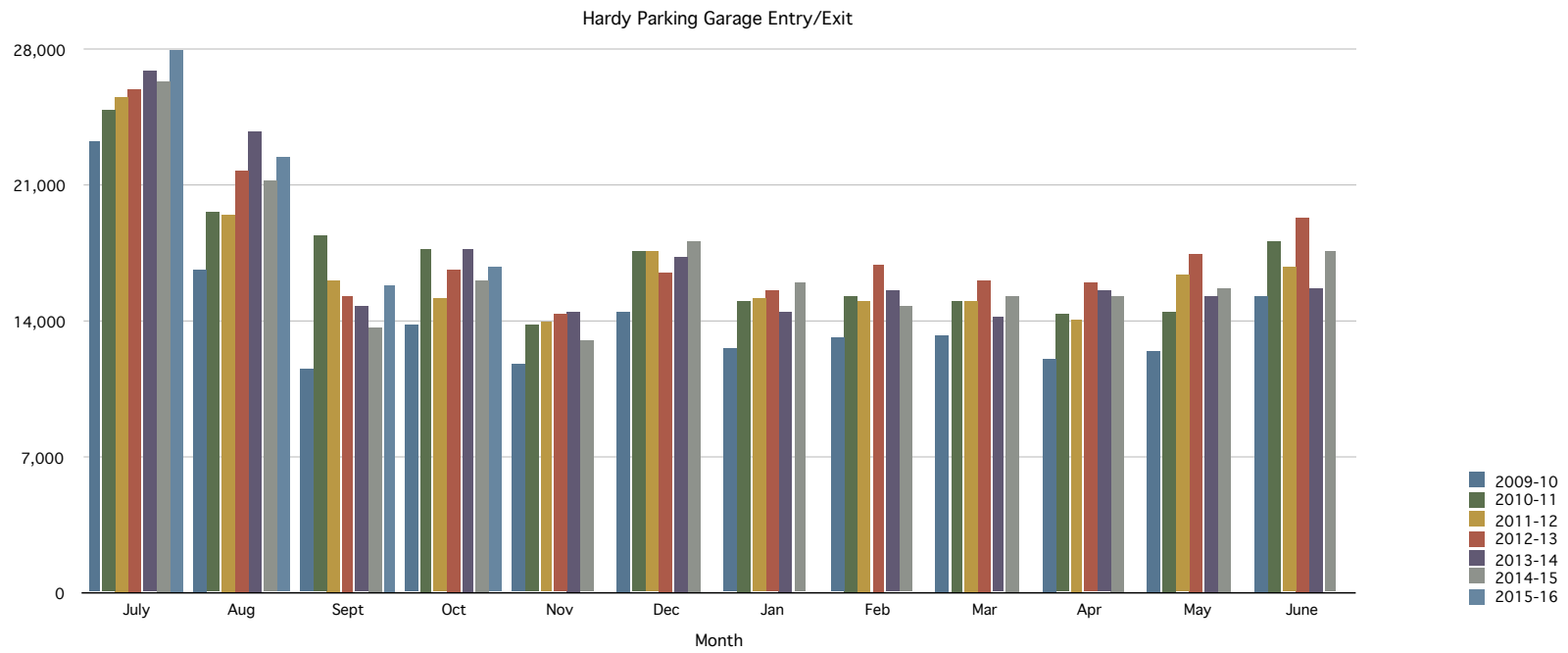
The City of Traverse City  
Department of Public Services

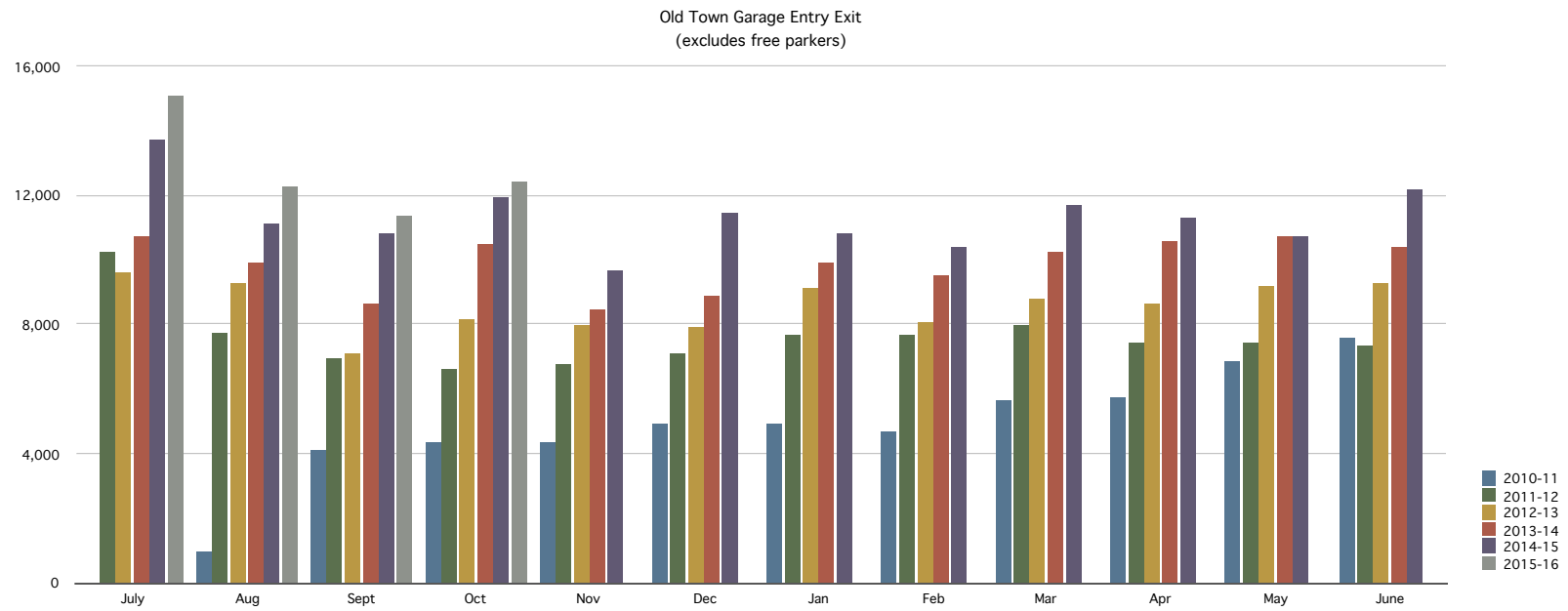


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- Our Code Enforcement Officer will hand out flyers to every downtown business that explains snow removal responsibilities.
  - We will reach out to various media outlets and request their help in getting the message out by doing specific Public Service Announcements on the topic of snow removal.
  - Code Enforcement has will reach out to absentee landlords with vacant buildings or undeveloped properties to educate and explain that they are responsible for snow removal even if they aren't here.

This increase in effort to make our community a more desirable and safe drivable and walkable community is a dynamic and evolving process. We will continue to look for ways to improve and watch for new technologies and techniques that will help with our operation but we also need to remember we live in northern Michigan and sometimes the best thing to do is be patient.

As we learned in August, Mother Nature can throw curve balls.





**Downtown Traverse City Association  
Regular Board Meeting  
September 10, 2015**

**Minutes**

**Present:** Kim Bazemore, Alyssa Bright, Allison Beers, Jeff Guntzviller, Jeff Joubran (arrived @ 9:00 a.m.), Jake Kaberle, Dave Leonhard, Misha Neidorfler

**Absent:** John McGee

**Staff/Others:** Rob Bacigalupi, Colleen Paveglio

- 1. Call to Order:** Vice-President Neidorfler called the meeting to order at 8:30 a.m.
- 2. Approval of Minutes of the DTCA Board Meeting of October 8, 2015:** Minutes from the October 8, 2015 board meeting were approved as presented upon motion by Beers and second by Bright. Motion carried unanimously.
- 3. Marketing Report**
  - a. Art Walks**
    - i. September 11, 2015
    - ii. Over \$2,000 in wine glass sales
      1. Big thanks to those merchants that donate all proceeds
      2. Approximately \$1,500 deposited in DTCA Public Art Fund
    - iii. Art in the City
      1. Collaboration with Crooked Tree Arts Center
      2. Art Pieces installed on 300 block of E. Front St. at entrance of Hardy Deck
  - b. Fall Sale/Happy Apple Days/Halloween Walk**
    - i. October 3
      1. Large crowds and a lot of pedestrian traffic
    - ii. Downtown Halloween Walk
      1. Saturday, October 31 from 10 am to 11:30 am
      2. Early feedback has been good. We will rely on feedback from the merchants after the event to determine how to move forward
      3. Volunteers: Bright and Bazemore
    - iii. Volunteers for packet delivery
  - c. West End Grand Opening**
    - i. Saturday, October 24
    - ii. Sponsored by TC State Bank, Chamber of Commerce, MyNorth, Z93/WCCW
    - iii. Volunteers: Beers
  - d. Shop Your Community Day**
    - i. November 14, 2015
    - ii. Registration forms and applications from non-profits due August 15
    - iii. Participants to be provided at October meeting

e. **Holiday Events**

- i. Planning Santa's Arrival, Ladies' Night and Men's Night
  - 1. Accidentals booked for Santa's Arrival
- ii. In need of booking Santas
  - 1. Guntzviller contact, Leonard santa suit
  - 2. Pavegio to provide Santa hours to Board

f. **Miscellaneous**

- i. Social Media
  - 1. Facebook: Over 12,200
  - 2. Instagram: Almost 6,300
  - 3. Twitter: Over 9,800

**4. Committee Reports**

Joubran arrived at this point in the meeting

- a. Parking & Access Committee
  - i. Free parking program at the Hardy Deck
  - ii. **Motion by Beers, seconded by Joubran that the DTCA Board of Directors support the proposal to eliminate the free parking program in the Hardy Deck excluding the holiday shopping season, and furthermore that staff will determine the time frame for the holiday shopping season. Motion carried unanimously.**
- b. Job Fair Committee
  - 1. McGee, Joubran & Bright

**5. Vice-President's Report** (*Niedorfler*)

- a. DTCA Retreat
  - i. Move date to January with a 9 am start time
  - ii. Pavegio to send doodle poll

**6. DDA Report** (*Bacigalupi*)

- a. **Financial Report**
  - i. Approval of the Financial Reports through June 30, 2015/Fiscal Year 2014-2105: **Financial Reports for Fiscal Year 2014-2015 were approved upon motion by Leonhard and seconded by Beers. Motion carried unanimously.**
- b. **DDA Report** (*Bacigalupi*)
  - i. Arts Commission
  - ii. 305 West Front Street
  - iii. Radio Centre III
  - iv. TIF 2

**7. New Business**

- a. None at this time

**8. Adjournment**

- a. Motion to adjourn at 9:41 a.m.